

Monday, November 11, 2019

Village Board
7:00 PM

McFarland Municipal Center
Community Room

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
 - a. Public Announcements
 - 1) 2020 Budget Public Hearing scheduled for Monday, November 25, 2019 at 7:00 pm.
 - b. Public Communications
4. CONSENT AGENDA.
 - a. Motion to approve the minutes of the October 28, 2019 Village Board meeting.
 - b. Motion to approve pre-paid checks #75600-75609 in the amount of \$92,965.51 and current checks #75610-75678 in the amount of \$170,484.35.
5. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board. Members of the public who wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit.
6. BUSINESS.
 - a. Personnel Committee (President Czebotar & Trustee Utter)
 - 1) Discussion and action to make a recommendation to the Village Board regarding contracted Building Inspection Services.
 - b. Discussion and possible action on Ordinance 2019-22: An Ordinance amending the retention schedule for public records
 - c. Discussion and action to cancel the December 23, 2019 meeting of the Village Board.
 - d. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.
7. CLOSED SESSION.

- a. Discussion and action on entering into Closed Session pursuant to Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to consider land transactions and service conversions with the McFarland School District.
- b. Discussion and action to reconvene into Open Session.

8. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us

VILLAGE OF MCFARLAND

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Village Board will hold a **Public Hearing** on the proposed 2020 Budget at the *McFarland Municipal Center, 5915 Milwaukee Street, McFarland, WI 53558* **on Monday, November 25, 2019 at 7:00 pm**. All interested parties are invited to attend and comment on the budget. The Budget is available for viewing at the McFarland Municipal Center from 8:00 am to 4:30 pm, Monday through Friday or on the Village website at www.mcfarland.wi.us.

Detailed below are the summaries of revenues, expenses, and fund balances of all Village funds as is required for reporting purposes by Wisconsin State Statute 65.90.

Summary of General Fund

Revenues

Revenue Category	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Taxes	3,507,250	3,626,500	3,626,500	3,623,500	3,820,500	5.35%
Special Assessments	0	0	0	0	0	0.00%
Intergovernmental Rev	536,485	604,250	239,317	609,978	716,750	18.62%
Licenses and Permits	534,677	339,500	204,735	408,208	393,750	15.98%
Fines, Forf, and Penalties	94,986	89,000	62,047	119,952	102,000	14.61%
Public Charges for Services	420,499	416,250	156,442	407,840	435,000	4.50%
Intergovern Charges	318,147	326,750	135,559	327,250	364,250	11.48%
Miscellaneous Revenue	240,319	184,750	136,740	278,005	248,500	34.51%
Other Financing Sources	286,665	345,000	249,144	584,144	317,500	-7.97%
Total REVENUES	5,939,028	5,932,000	4,810,484	6,358,877	6,398,250	7.86%

Expenses

Expense Category	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
General Government	794,390	788,000	494,063	804,513	810,500	2.86%
Public Safety	3,315,837	3,390,000	1,556,837	3,217,745	3,665,750	8.13%
Public Works	908,897	943,000	437,746	973,671	1,022,000	8.38%
Health & Human Serv	217,709	241,750	106,048	213,296	253,250	4.76%
Culture, Rec, and Ed	277,087	356,500	97,288	208,563	410,750	15.22%
Conserve & Develop	212,605	212,750	106,349	494,490	236,000	10.93%
Debt Service		See Debt Service - Fund 300				
Capital Outlay		See Capital Projects - Fund 400				
Other Financing Uses	166,219	0	210,000	326,428	0	0.00%
Total EXPENDITURES	5,892,744	5,932,000	3,008,331	6,238,706	6,398,250	7.86%

General Fund (Actual)	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget
Fund Balance - Begin	2,883,066	-----	-----	2,929,348	2,804,769
Fund Balance - End	2,929,348	-----	-----	2,804,769	2,820,019

Fund Balance Policy Requirement	%	2018	2019
Minimum Threshold - Percent of Budget Exp	20%	1,186,400	1,279,650
Maximum Threshold - Percent of Budget Exp	25%	1,483,000	1,599,563

	2018 Actual	2019 Actual	2020 Budget	% Change vs. 2019
Property Tax Rates	\$7.09	\$ 6.77	\$ 6.49	-4.11%

OUTSTANDING DEBT ** - as of	12/31/2016	12/31/2017	12/31/2018	Difference vs. 2017	% Change vs. 2017
Governmental Activities	7,502,512	10,246,580	14,483,479	4,236,899	41.35%
Business Type Activities	3,765,048	4,201,126	3,601,371	-599,755	-14.28%
Total Outstanding Debt	11,267,560	14,447,706	18,084,850	3,637,144	25.17%

** Including interest expense

Dated this 14th day of November, 2019.

Cassandra Suettinger, Village Clerk/Treasurer
McFarland, Wisconsin

VILLAGE OF MCFARLAND

Summary of Other Governmental Funds

Comm/Tech Fund 200	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019	Debt Service Fund 300	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Total Revenue	138,176	143,000	50,210	128,514	156,000	9.09%	Total Revenue	1,675,592	1,610,750	1,437,839	1,667,042	1,707,500	6.01%
Taxes	37,500	24,500	24,500	24,500	24,500	0.00%	Taxes	1,332,500	1,414,750	1,414,750	1,414,750	1,449,500	2.46%
Other Revenue	100,676	118,500	25,710	104,014	131,500	10.97%	Other Revenue	343,092	196,000	23,089	252,292	258,000	31.63%
Total Expense	114,702	143,000	66,704	128,514	156,000	9.09%	Total Expense	1,420,676	1,610,750	166,468	1,646,755	1,707,500	6.01%
Fund Balance - Begin	66,795	-----	-----	90,270	87,441		Fund Balance - Begin	582,853	-----	-----	837,769	858,056	
Fund Balance - End	90,270	-----	-----	87,441	87,441		Fund Balance - End	837,769	-----	-----	858,056	645,056	
Minimum Fund Balance Requirement of 50% of Exp				71,500	78,000		The Debt Service Fund is not required to maintain a minimum level of reserves beyond any unexpected revenues collected from impact fees.						

Library Fund 205	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019	TID #3 Fund 305	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Total Revenue	776,897	843,750	837,070	846,562	904,000	7.14%	Total Revenue	842,407	1,046,000	886,340	961,799	1,873,250	79.09%
Taxes	500,000	544,500	544,500	544,500	575,750	5.74%	Taxes	821,442	837,000	871,381	871,381	902,000	7.77%
Other Revenue	276,897	299,250	292,570	302,062	328,250	9.69%	Other Revenue	20,965	209,000	14,959	90,418	971,250	364.71%
Total Expense	747,626	843,750	398,217	794,436	904,000	7.14%	Total Expense	1,070,587	1,046,000	56,501	593,959	1,873,250	79.09%
Fund Balance - Begin	128,507	-----	-----	157,778	209,904		Fund Balance - Begin	1,455,485	-----	-----	1,227,304	1,595,145	
Fund Balance - End	157,778	-----	-----	209,904	209,904		Fund Balance - End	1,227,304	-----	-----	1,595,145	791,395	
Minimum Fund Balance Requirement of 10% of Exp				79,444	90,400								

Youth Center Fund 210	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019	TID #4 Fund 310	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Total Revenue	81,000	82,000	33,588	122,000	81,000	-1.22%	Total Revenue	341,728	260,500	93,135	109,559	122,000	-53.17%
Taxes	25,750	25,750	25,750	25,750	25,000	-2.91%	Taxes	84,834	88,000	93,135	93,135	96,500	9.66%
Other Revenue	55,250	56,250	7,838	96,250	56,000	-0.44%	Other Revenue	256,894	172,500	0	16,424	25,500	-85.22%
Total Expense	80,500	82,000	40,250	81,500	81,000	-1.22%	Total Expense	286,209	260,500	14,088	109,559	122,000	-53.17%
Fund Balance - Begin	1,000	-----	-----	1,500	42,000		Fund Balance - Begin	(488,822)	-----	-----	(433,303)	(433,303)	
Fund Balance - End	1,500	-----	-----	42,000	1,750		Fund Balance - End	(433,303)	-----	-----	(433,303)	(381,803)	

Dated this 14th day of November, 2019.

Cassandra Suettinger, Village Clerk/Treasurer
McFarland, Wisconsin

VILLAGE OF MCFARLAND

Summary of Other Governmental Funds

TID #5 <i>Fund 315</i>	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Total Revenue	950,283	30,500	25,221	115,000	321,250	953.28%
Taxes	0	0	0	0	17,250	0.00%
Other Revenue	950,283	30,500	25,221	115,000	304,000	896.72%
Total Expense	1,087,045	30,500	32,946	124,377	363,250	1090.98%
Fund Balance - Begin	0	-----	-----	(136,762)	(146,139)	
Fund Balance - End	(136,762)	-----	-----	(146,139)	(188,139)	

Stormwater <i>Fund 605</i>	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Total Revenue	593,475	664,000	277,567	591,967	723,500	8.96%
Taxes	0	0	0	0	0	0.00%
Other Revenue	593,475	664,000	277,567	591,967	723,500	8.96%
Total Expense	413,466	664,000	173,576	564,078	723,500	8.96%
Cash & Equiv - Begin	1,021,552	-----	-----	1,076,266	1,104,155	
Cash & Equiv - End	1,076,266	-----	-----	1,104,155	980,655	

Capital Projects <i>Fund 400</i>	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Total Revenue	6,282,449	6,661,000	583,593	4,088,250	6,225,750	-6.53%
Taxes	300,000	310,000	310,000	310,000	320,000	3.23%
Other Revenue	5,982,449	6,351,000	273,593	3,778,250	5,905,750	-7.01%
Total Expense	6,770,573	6,661,000	1,333,303	3,812,569	6,225,750	-6.53%
Fund Balance - Begin	1,924,155	-----	-----	1,436,031	630,712	
Fund Balance - End	1,436,031	-----	-----	630,712	72,962	

The Capital Projects Fund shall maintain reserves as of December 31 of each year sufficient to pay the cost of projects under construction but not yet finished.

Solid Waste <i>Fund 610</i>	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Total Revenue	460,380	539,250	532,969	537,635	555,750	3.06%
Taxes	118,500	95,750	95,750	95,750	101,000	5.48%
Other Revenue	341,880	443,500	437,219	441,885	454,750	2.54%
Total Expense	438,062	539,250	212,427	457,462	555,750	3.06%
Fund Balance - Begin	122,806	-----	-----	145,125	225,298	
Fund Balance - End	145,125	-----	-----	225,298	225,298	

Minimum Fund Balance Requirement of 10% of Exp 45,746 55,575

Parks <i>Fund 405</i>	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Total Revenue	221,728	348,750	120,274	216,000	690,000	97.85%
Taxes	0	0	0	0	0	0.00%
Other Revenue	221,728	348,750	120,274	216,000	690,000	97.85%
Total Expense	337,263	348,750	0	0	690,000	97.85%
Fund Balance - Begin	596,759	-----	-----	481,222	697,222	
Fund Balance - End	481,222	-----	-----	697,222	232,222	

Retiree <i>Fund 700</i>	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Total Revenue	50,000	150,000	52,111	55,000	150,000	0.00%
Taxes	50,000	50,000	50,000	50,000	50,000	0.00%
Other Revenue	0	100,000	2,111	5,000	100,000	0.00%
Total Expense	118,886	150,000	(89)	48,098	150,000	0.00%
Fund Balance - Begin	201,204	-----	-----	132,318	139,220	
Fund Balance - End	132,318	-----	-----	139,220	44,220	

Utilities <i>Fund 600</i>	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Total Revenue	2,580,031	3,187,000	1,185,627	3,209,380	3,346,250	5.00%
Taxes	0	0	0	0	0	0.00%
Other Revenue	2,580,031	3,187,000	1,185,627	3,209,380	3,346,250	5.00%
Total Expense	2,278,992	3,187,000	700,502	3,014,896	3,346,250	5.00%
Cash & Equivalent - Begin	4,453,662	-----	-----	3,619,672	3,754,906	
Cash & Equivalent - End	3,619,672	-----	-----	3,754,906	3,686,406	

Canine <i>Fund 800</i>	2018 Actual	2019 Budget	YTD 6/30/2019	2019 Projected	2020 Budget	% Change vs. 2019
Total Revenue	0	27,250	10,425	21,000	22,250	-18.35%
Taxes	0	0	0	0	0	0.00%
Other Revenue	0	27,250	10,425	21,000	22,250	-18.35%
Total Expense	0	27,250	2,214	21,000	22,250	-18.35%
Fund Balance - Begin	0	-----	-----	0	(1,000)	
Fund Balance - End	0	-----	-----	(1,000)	(3,250)	

Dated this 14th day of November, 2019.

Cassandra Suettinger, Village Clerk/Treasurer
McFarland, Wisconsin

VILLAGE OF MCFARLAND
MCFARLAND MUNICIPAL COURT
November, 2019

Monthly Court Docket

October 8, 2019 – Court Docket – Initial Appearances

77 cases scheduled for Initial appearances (105 citations)

7 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance

23 Paid prior to Appearance

11 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for October 22, 2019

36 Default appearances – Scheduled for January 14, 2020 Indigency Hearing

0 Rescheduled Court date to October 22, 2019

October 8, 2019 - Juvenile Court – Initial Appearances

4 case scheduled for Initial appearances (5 citations)

4 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance

0 Paid prior to Appearance

0 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for October 22, 2019

0 Default appearances – Scheduled for January 14, 2020 Indigency Hearing

0 Rescheduled Court date to October 22, 2019

0 Review - Monthly progress review

October 15, 2019 – Truancy Court – Initial Appearances

0 case scheduled for Initial appearances (0 citations)

0 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance

0 Paid prior to Appearance

0 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for October 22, 2019

0 Default appearances – Scheduled for January 14, 2020 Indigency Hearing

0 Rescheduled Court date to November 19, 2019

1 Reviews - Monthly progress review

October 22, 2019 – Court Docket – Initial Appearances

43 cases scheduled for Initial appearances (55 citations)

4 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance

8 Paid prior to Appearance

8 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for November 12, 2019

23 Default appearances – Scheduled for January 14, 2020 Indigency Hearing

0 Rescheduled Court date to November 12, 2019

October 22, 2019 - Juvenile Court – Initial Appearances

3 case scheduled for Initial appearances (4 citations)

2 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance

0 Paid prior to Appearance

0 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for November 12, 2019

0 Default appearances – Scheduled for January 14, 2020 Indigency Hearing

1 Rescheduled Court date to November 12, 2019

0 Review - Monthly progress review

Court Activities

Monthly Financial Report

The Municipal Court received 101 payments for the month of October, 2019. Total revenue received by the Court was \$13,262.14. The Municipality retained \$7,547.53 in Court revenue, \$1,867.20 was sent to Dane County and \$3,847.41 was sent to the State.

There were 28 credit card transactions for the month of October. The Court received a total of \$ 3,830.60 in payments from GPS on-line credit card payments.

As of October, 2019, the Municipal Court has received a total of \$3,783.14 in delinquent fines from the Department of Revenue Tax Intercept Program.

As of October, 2019, the Municipal Court has received a total of \$ \$42,208.60 in delinquent fines from the State Debt Collection.

Year to date, \$196,969.93, in forfeitures have been ordered from 1263 citations adjudicated in the Municipal Court. Of that, \$22,977.40 has been converted to classroom education and/or community service hours for juveniles \$132,320.32 has been collected for 2019 and prior forfeitures.



E.D. LOCKE PUBLIC LIBRARY DIRECTOR'S REPORT

October 2019

October Highlights

- **HVAC –**
 - **Pumps changed-** Public works changed out both of the pumps on the boilers. During Harker's annual check, the technician noticed that the pumps were beginning to fail.
 - **Freezestat & seasonal adjustments –** I am working with Harker to encourage them to solve our freezestat issue before the freezing weather hits. Also we've had issues with the system every spring and fall. When the changes of seasons begin, the system has had to be manually adjusted. Harker is looking for ways to see if the system can make the changes automatically.
- **Village News -** Mary Pat will give an update
- **Endowment –** The committee has not met. We have received a few small donations and our current balance for the endowment is \$X,XXXX.XX
- **Friends –** The Friends will be sending out their annual membership mailing in November. This year members will have the option of paying for their membership or making donations with a credit card online.
- **Systems Report –** It was announced that our Koha software will be upgraded on December 10th. The software will be down for four days during the upgrade from December 7th -10th. During that period we will be able to check items out off-line but not check items in. This is also the weekend of Christmas in the Village. We hold Craftapalooza as a part of that and often get 200 people coming in. We're planning on how to staff the library and do patron education for that time period. The staff will be going to training during October and November to get ready for the new software.
- **Roof Repair-** Great Lakes Roofing finished the repairs to our roof. The work took about eight hours to complete. They repaired of holes and some roofing material that had been tenting.
- **Adult Non-fiction Books and DVDs –** I weeded the Adult Non-Fiction books and Ann weeded the Non-fiction DVDs. Our plan is to move the Adult Non-Fiction books down and move the Adult Non-Fiction DVDs to the shelves that we will be freed up before the book collection. This will give us badly needed space for the DVD features and DVD tv series collections.
- **Electronic time sheets –** The adult staff have been trained on using the village's new electronic timesheet system. Once we've had a few payrolls with the new system, we will train the teen shelveers to use the system as well.
- **Staff Training –** Staff attended diversity training and harassment training that were offered by the Village.
- **Training –** I attended a two day course on employment law that was offered by the UW-Madison School of Continuing Education. The course covered many of the laws that affect most employers.

Technical Services (Linda Stuckey)

- Escorted cleaners through the library and answered their questions for the RFP
- Completed and began implementing the new payroll/timesheet training with the Village.
- Viewed webinar: "WLA Conference: Defusing Tense Situations and Setting Effective Limits."
- Acquired window cleaning quote and scheduled the cleaning for November 14th.

Cataloging Projects:

- Technology services, circulations staff, and volunteers completed Integrating A-Z shelving for adult fiction. Submitted cataloging batch edit changes for romance, science fiction, fantasy and mystery to general adult fiction so one run of the alphabet is generated for the pick list instead of five.
- We are re-cataloging all young adult paperbacks to fiction. This requires a collection code change and differently formatted spine label.
- Submitted a batch edit change for all BKYNF (young adult nonfiction) to BKANF (adult nonfiction). This will speed up the pick list as there will be one DEWEY run. The young adult nonfiction is already shelved with adult nonfiction.

Youth Services highlights (Heather Kent)

Storytimes:

- Storytime's continue to be busy during the mornings Monday-Thursday. On October 1 we had a special guest – Mitch Sutter – from the McFarland Fire Department visit. Mitch read a book to the kids and shared information about Fire Safety Week.

Programming:

- Merry Munchkins was in full swing this month. We average around 78-88 people per morning. The variation of messy and clean play really helps keep interest up. This month we added two bouncy unicorns to the mix for clean Fridays.
- Friday, October 4th was our Preschool Prom. This was a celebration of the 1000 Books Before Kindergarten program. It was a hit. Children that are in the program, have completed the program, or are thinking of joining the program attended this dance party that featured the bubble machine, crafts, cupcakes, and a photobooth. The McFarland Lions and Lionesses were invited to attend so that we could show our appreciation for their continued support of this program.
- Tuesday, October 8th, the Magic Tree House Book Club met to discuss Ghost Town at Sundown. We discussed the book, learned about player piano's, and created horse puppets. This continues to be a great group of children in grades K-3.
- We held our first Family Cooking night on Wednesday, October 9th. This is a program designed to promote culinary literacy and quality activities for families to do together. The Madison Community Foundation helps sponsor this program. For October 16 Families worked together to make pizza's (including the dough). Next month we will be making Mini-Quiches. We are requiring sign up for this program and it is limited to 16 families to make sure that the room does not become too crowded.
- October 17th was our Spooky PJ Storytime. Families were encouraged to dress up for this Halloween themed storytime. After our program of stories, songs, and rhymes, participants were invited to go in to the library color a trick-or-treat bag. After they finished coloring the bags, they then could go trick-or-treating around the library. A lot of fun was had.
- 4th and 5th Grade Book Explorers met on October 22nd. We discussed the first book in the Amulet series. Then watched a video interview with the author. For our craft we created origami robots.
- Saturday, October 26th was STEAM Saturday: Wizarding Wand Workshop. Participants made light-up wizarding wands using LED's, battery packs, wires, chopsticks, and brown electrical tape. There were around 40 children who then headed off to the village costume parade waving their new wands over their heads.

Outreach

- On Friday, October 18th Heather went to visit the Gingerbread House day care for outreach.
- October 1-3 was the annual 3rd grade community field trip. Because the visits were during storytimes, Abby Seymour stepped up and led the tours of the library for these visits.

- Tuesday, October 22nd was the primary school's open house. Amy Martin, the librarian at the school, invited Heather to come and share library activities and sign people up for library cards. She didn't sign up anyone for library cards but did see a lot of familiar faces and families that already have a card.

Other

- On Friday, October 11th Heather and Jess Lawinger presented at the Wisconsin Library Association's annual conference. They presented on Sensory Programming for your library and how to take the sensory programming and make it a best practice for all youth services program. One of the biggest things that we emphasized is making a school-library connection.

Teen Services (Abby Seymour)

- The Teen Advisory Board met this month with 4 members in attendance. We discussed upcoming programs and they gave me helpful feedback about why teens aren't listening to audiobooks on CD and why they aren't interested in magazines.
- The annual Nerf Capture the Flag event was a big success with 21 teen players and (new this year) 8 police officers. The teens loved that they got to play the game with adults and the officers loved that they got to act like kids for a night. Everyone enjoyed yelling and running around the library after hours without consequence. Plus pizza!
- Page Turners Teen Book Club is something new I tried this month. The idea was that teens would come to the first meeting and would get to vote on which books they wanted to read and discuss at future meetings. Unfortunately, no one came to the meeting. That being said, I still chose a book and will hold a meeting in November. Those who have read the book can still come and discuss it.
- Earlier this month I was lucky enough to attend the Wisconsin Library Association conference in the Wisconsin Dells. Getting the chance to meet other youth services librarians from around the state was incredibly valuable. I feel I have made strong professional connections, especially the people I met when I volunteered to be on the Youth Services Section. Besides attending several sessions related to teen services (how to build your own escape room and trends in young adult literature, for example), I heard many presenters speak on the subject of diversity and inclusivity. The sessions that stood out the most were about trans inclusion and equity in action.
- The library was host to two classes from Indian Mound Middle School who walked here during their class time, led by reading teacher Mrs. Katie Miller. I gave a short, informal talk about the library and its resources and I book talked a few books. The class enjoyed looking at books and exploring the library.
- I closed out the month with a "Teen Scream" event on Halloween, with the idea being to give teens a safe (and fun) place to go. This drop-in event included cauldron bean bag toss, candy trivia, zombie gingerbread cookies, and a game where they had to unwrap candy bars while wearing oven mitts.

Circulation Services Highlights (Kelly Heasty)

HIRING & TRAINING:

- Trained two shelveers the first part of the month.

PERSONAL EDUCATION/TRAINING:

- Attended one day of WLA convention
- Attended electronic time sheet training.
- Attended Bibliovations “train the trainer”: two sessions (Circ & Serials)

WRITTEN PROCEDURES:

- Updated shelf-reading log & training materials to reflect new changes to shelving in both the Adult & Children’s libraries.
- SERIALS: Completed weeding process ahead of Bibliovations migration. Updated cloned serials records for 2020.

OTHER:

- NEW PATRONS FOR OCT: approximately 75 applications for new cards processed
- Updated materials spreadsheet with all incoming materials from OCT.
- Display case arrangements made for Nov: Prisoner art
- Checked in, shelved and weeded various carts of New Adult Books.

Adult Services Highlights (Ann Engler)

October Adult Services Programming:

- Oct 1: Bill Malone History of Bluegrass - 23 attendees
- Oct 2: Mystery Book Club – 7 attendees
- Oct 3: Visiting the Beyond – 13 attendees
- Oct 3: Bridge Club – 4 attendees
- Oct 5: Inga Witscher Cooking Demo – 23 attendees
- Oct 7: Villa Outreach Visit – 5 attendees
- Oct 16: Adult Craft Club – 8 attendees
- Oct 17: Bridge Club – 4 attendees
- Oct 25: Knit & Crochet Meetup – 3 attendees
- Proctored 3 exams.
- Answered 3 reference questions.
- Answered 8 technology questions.
- The adult fiction collection rearrangement and integration is complete! Many thanks to everyone who worked on this project.
- Library signage for Westerns and rearranged AF collection is up.
- Year-end materials ordering is complete. I think people will especially enjoy the new SF/Fantasy and Romance collection additions.
- Program planning for 2020 is going well. I’ve also scheduled more programming for 2019 to include safety tips with McFarland PD, a suicide prevention training, a school safety presentation, and a movie showing.
- I’m currently working on the Overdrive support course, and I’m signed up for Drupal training on Oct 31.

---Heidi Cox, Library Director

PUBLIC SAFETY COMMITTEE

EMERGENCY MANAGEMENT REPORT

September/ October/ November 2019 Report

Update on outdoor warning siren:

Outdoor warning sirens are being activated and tested the 1st Wednesday of every month. I note that our sirens are working well and appear to be in excellent condition.

Emergency Management Committee Meeting:

Our last meeting was on July 25th with eight members present. The next meeting was scheduled for September 25, 2019 at 2:00 PM. Although, cancelled as to my current personal situation. The next meeting is scheduled for November 21, 2019 as the 4th Thursday of the month falls on Thanksgiving Day.

Storm Activity:

We noted the heavy rains come in as we welcomed October, with damaging winds and heavy downpours. The only fortunate thing is that our lakes are not in the same dangerous levels as they were last year when we received the downpours and flooding.

We noted early snow fall for October, with the little tikes out trick or treating trudging through the snow and enduring some nasty and harsh temperatures. Now in early November we faced another bout of snow and winter weather conditions. Ironically this snow arrived right in time for the beginning of “Winter Weather Awareness Week” as again making slick footing and very hazardous driving conditions. The snowfall was then followed by some frigid and below normal temperatures as winter had definitely arrived early.

I continue to monitor and have a direct link to both local, for the Madison area, and National Weather Service Broadcasts from Sullivan WI.

Weather alerts are still being posted and submitted to the social media team. If we receive severe weather warnings, Department Heads, Public Safety Committee Members, Emergency Management Committee Members, Village Board Members and the Social Media Team shall continue to be supplied with weather warnings and briefings.

Emergency Response Manual Update:

I am still in the process of revamping our manual as to be much easier to locate materials and more applicable for our use. I am reviewing some sample models from the Wisconsin area, and shall attempt to implement the needed information into the manual. I will work with department heads and their teams in a collaborative effort as upon their invitation, attend the departments’ specialized training as an observer, thus working in the realm of emergency management.

Training:

I am very pleased to announce that Officer Joel Zietsma has passed his FAA test thus becoming another licensed pilot, now making 6 licensed pilots and 1 regular unlicensed pilot for our UAS Team. We had a mishap with the aircraft as banking and wind conditions resulted in the craft striking some tree branches. Although the propellers were damaged, the aircraft itself was not damaged and is in service at this time. The craft was supplied with spare propellers and they were affixed to the craft immediately. In addition, I wish to personally thank Officer Craft, UAS liaison for the police department for taking control of the UAS Team, addressing issues and staying in contact with me, placing the operations and administrative manual into service as I had provided information. His dedication and devotion to the team has kept the UAS Program in operation during my absence.

I am still attending FAA UAS webinars to review the latest information from the FAA regarding the usage of UAS crafts.

I continue to attend webinars from Emergency Government Technology as well as other affiliations and organizations for Emergency Management programs to assist in my role regarding training and updates, etc.

Community Awareness:

Articles and graphs shall continue to be submitted for inclement weather, to include storm watches and warnings, and other pertinent information and literature for public awareness of our weather and storm related information.

Submitted by: Chuck Di Piazza



McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110
(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

November 2019 Fire & Rescue Department Report For October 2019 Activity

- **General**

- We had another great fire prevention week. We provided twenty-six different public education sessions with over 639 attendees during October. We have estimated we served over 600 meals at our open house. We also assisted in The Great Apple Crunch and Waubesa Intermediate School.
- We assisted with the Halloween parade and distributed candy donated by the Fire & Rescue Association.
- The new ambulance is now in production and has a possible completion timeframe of the first week of December. We are scheduled to make our first inspection on November 19.
- We worked with the one property that was the source of numerous false alarms. The process required considerable persuasion to have the builder and installing contractor replace smoke detectors in the building. However, in the end the property owners and we prevailed with all the smoke detectors being replaced and upgraded to multi-criteria detectors. Since, the detectors have been replaced; no additional alarms have been received. We had an estimated eight – ten hours of time to resolve the situation.
- While the incident occurred in November, it was before the submitting of this report, so we felt it would be better to submit it in the current report. The incident was a two car crash that occurred on Highway 51 at Exchange St. Chief Dennis was on Larson Beach Road when the pre-alert was sent of the incident. He responded directly to the scene with his assigned take home car. He arrived on location to find a car on its side with fire in the engine compartment. He donned his protective gear and prepared to make entry into the car as bystanders and police were able to free the patient from the vehicle. Rescue 84 arrived on location and began treatment of the patient. Rescue 82 then arrived on

location and treated a patient in the other car. Our Engine 2 was delayed to respond due to staff not being available. Once we had three firefighters the engine responded with three instead of the normal staffing of four. The engine arrived on location and controlled the fire. Both ambulances were in need of assistance. Squad 5 responded with a staffing of two and one was immediately assigned to drive Rescue 84 to the hospital. The second was assigned with the two firefighters from the engine that controlled the fire on the car to assist Rescue 82 with removing a victim from the other car. The fire rekindled as we were unable to completely extinguish the fire and Chief Dennis had to begin extinguishing the fire again as no other staff was available. The crews were able to have the patient removed from the second car and one firefighter drove Rescue 82 to the hospital while the remaining two firefighters relieved Chief Dennis to finish extinguishing the fire. Once the fire was extinguished, the tow company removed them and the roadway was cleaned up. We did also require a mutual aid ambulance to care for a bystander that cut his hand helping free the patient in the first car.

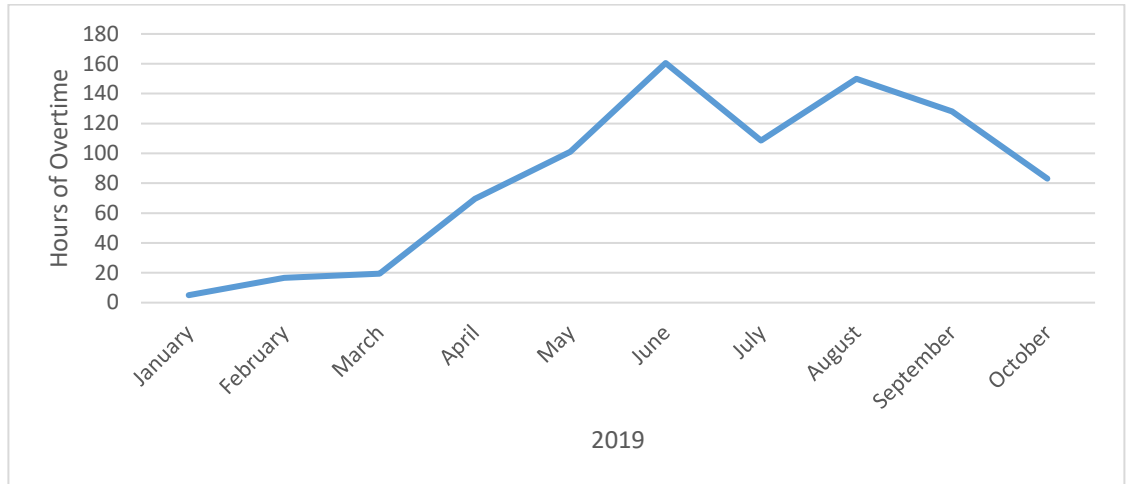
- While we are, adapt at overcoming the difficulties that many incidents bring us and especially when challenged with less than needed staffing, it is a reminder that we are dependent upon our staff. We are fortunate to have the members we have, however we need to remember they are not always available. We are in the process of recruiting more with positive indications on obtaining more and we believe it will help our current need. We do have to keep in mind our need will continue to grow as the demands on our services grow.

- **Staffing**

- Current Staffing Levels

- Fulltime Fire Rescue Chief – 1
 - Administrative Captain – 1
 - Fulltime Fire Inspector/Public Education Specialist – 1
 - Fulltime EMTs – 4 (1 Vacant)
 - Fulltime Confidential Administrative Assistant - 1
 - Paid-On-Call – 52 (15 EMTs(1 on military leave), 16 Firefighters (2 Active Retired), 10 EMR/Firefighter (1 on medical), & 9 EMT/Firefighters(1 on medical leave and 1 on military leave)
 - Total Staffing Level – 59

- We are pleased to have the following Paid-On-Call members begin EMT: Kurt Brunner, Firefighter Blake Draper, and EMT/Firefighter Ryan Michaelis.
- We are continuing to have increased overtime. The month of October was less overtime, however we were required to cancel a couple personal holidays for staff members to cover the primary ambulance.



- We had ten applicants complete the assessment center. The Police and Fire Commission performed their interviews of the candidates that had successfully passed the assessment center on November 4th. The Police and Fire Commission has approved four candidates for an eligibility list to fill the current vacancy and any additional vacancies that occur during the next year for full-time EMT. Background and physical screening averages 4-6 weeks and with Holidays, we are hoping for a January 6, 2020 start.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	59	541
Fire Code Violations Identified	3	317
Corrections Noted	2	77
Plan Reviews	4	19
Acceptance Inspections/Test	4	30

- **Training Activities**

- We were able to complete some hands on structural firefighting training at the house on the eastside property owned by the Village. For the medical training, we had SSM, our medical direction team, provide training on long bone fractures and pain management. We also

provided an overview of the upcoming protocols being drafted by SSM. We were also able to perform some hands on training with auto extrication, thanks to University Towing.

- **Apparatus & Equipment**

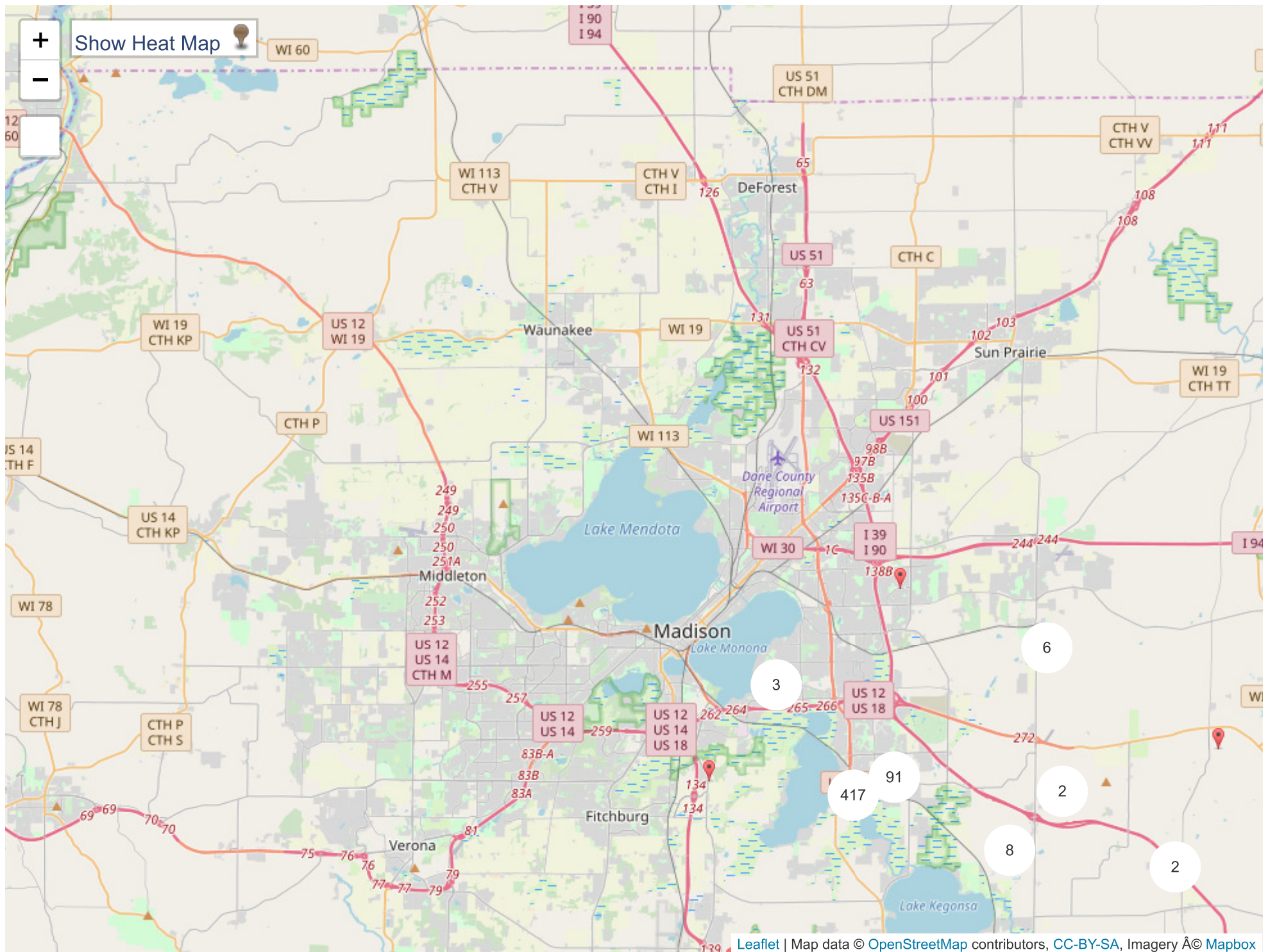
- The 2015 Ambulance (Rescue 84) had the ball joints and rear brakes replaced.
- The 2018 Pumper (Engine 2) had an EGR cooler fail that required it to be towed to the local Cummins vendor for repair. The towing was being indicated as not being covered but we have not received the invoice to date. The repairs at the Cummins vendor is covered by the Cummins warranty.
- The 2000 Heavy Rescue (Squad 5) had the alternator fail and the Village Mechanic performed the repair on the scene of a car crash.
- The 2005 Pumper (Engine 1) had a control module fail and required repair.

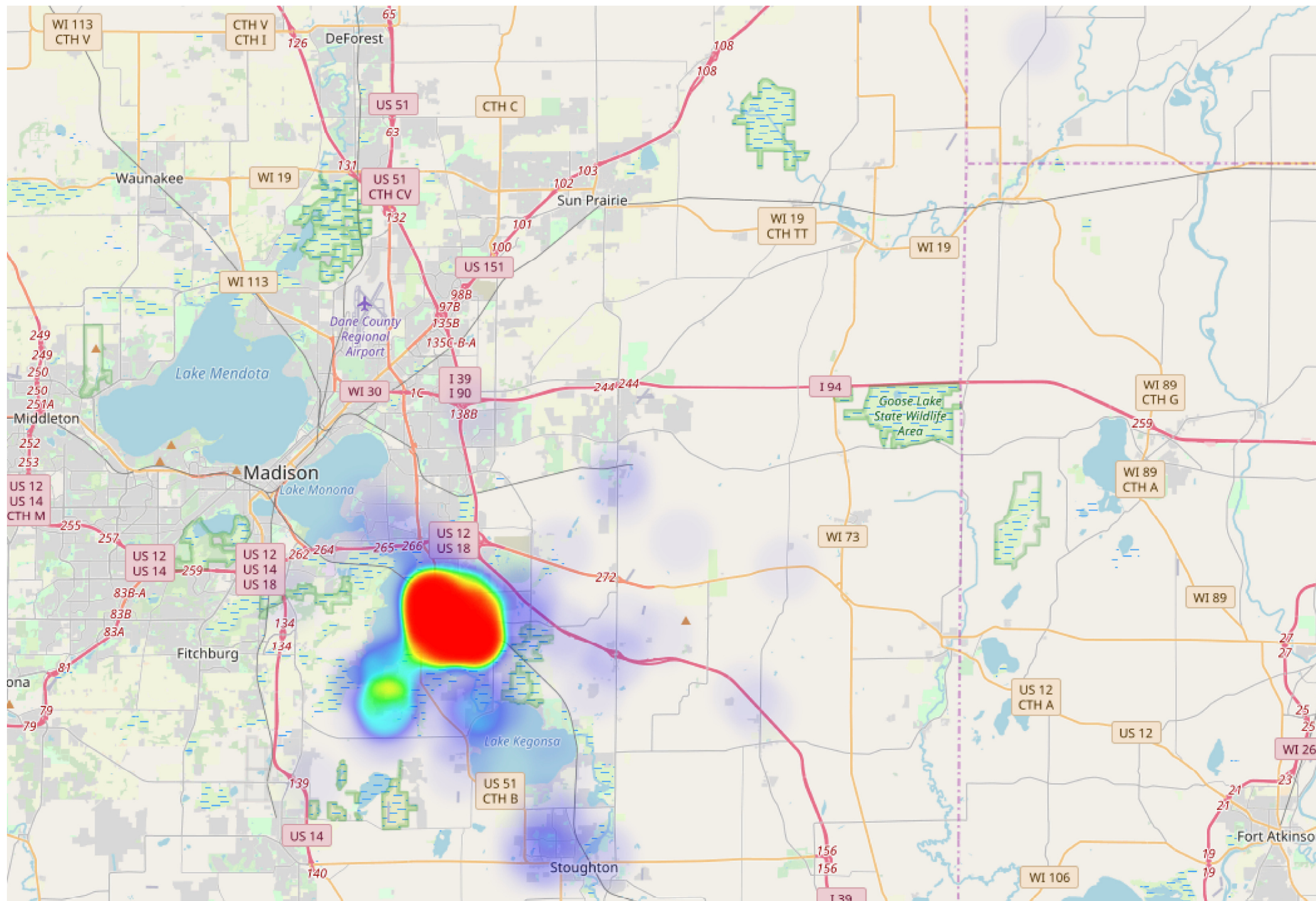
Ambulance Runs By Dispatch Reason

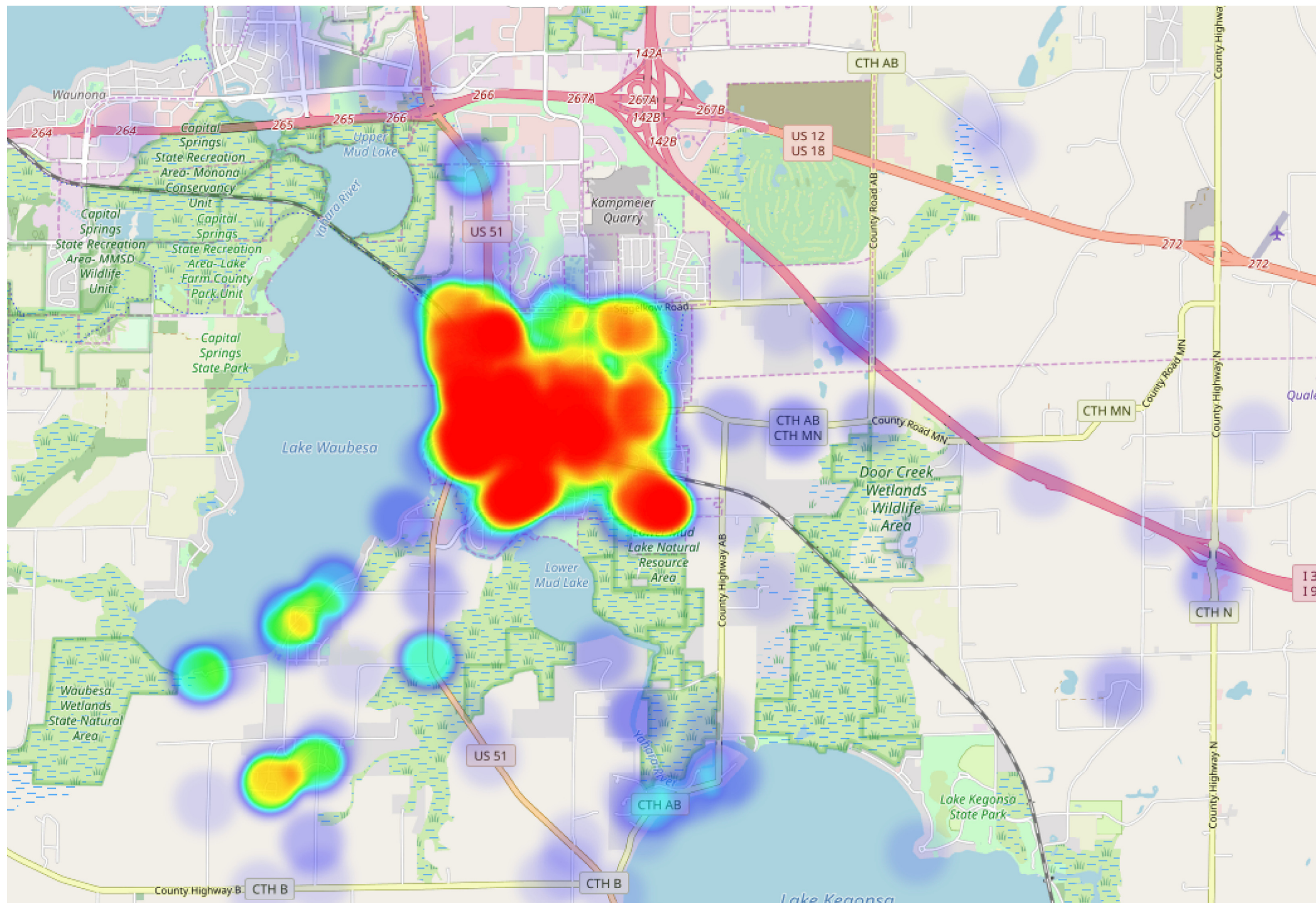
Incident Complaint Reported By Dispatch	10/01/2019 - 10/31/2019		10/01/2018 - 10/31/2018	
Abdominal Pain/Problems	2	2.67%	1	1.64%
Allergic Reaction/Stings	0	0.00%	0	0.00%
Animal Bite	0	0.00%	0	0.00%
Assault	1	1.33%	2	3.28%
Automated Crash Notification	0	0.00%	0	0.00%
Back Pain (Non-Traumatic)	1	1.33%	0	0.00%
Breathing Problem	8	10.67%	4	6.56%
Burns/Explosion	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	3	4.00%	1	1.64%
Cardiac Arrest/Death	0	0.00%	2	3.28%
Chest Pain (Non-Traumatic)	6	8.00%	2	3.28%
Choking	0	0.00%	1	1.64%
Convulsions/Seizure	1	1.33%	1	1.64%
Diabetic Problem	0	0.00%	1	1.64%
Drowning/Diving/SCUBA Accident	0	0.00%	0	0.00%
Electrocution/Lightning	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%
Falls	15	20.00%	10	16.39%
Fire	6	8.00%	3	4.92%
Headache	0	0.00%	3	4.92%
Heart Problems/AICD	1	1.33%	0	0.00%
Heat/Cold Exposure	0	0.00%	0	0.00%
Hemorrhage/Laceration	1	1.33%	0	0.00%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	0	0.00%	0	0.00%
Medical Alarm	0	0.00%	2	3.28%
No Other Appropriate Choice	0	0.00%	2	3.28%
Overdose/Poisoning/Ingestion	1	1.33%	0	0.00%
Pregnancy/Childbirth/Miscarriage	0	0.00%	0	0.00%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	0	0.00%	0	0.00%
Sick Person	7	9.33%	10	16.39%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	0	0.00%
Standby	0	0.00%	1	1.64%
Stroke/CVA	2	2.67%	1	1.64%
Traffic/Transportation Incident	9	12.00%	10	16.39%
Transfer/Interfacility/Palliative Care	0	0.00%	0	0.00%
Traumatic Injury	2	2.67%	0	0.00%
Unconscious/Fainting/Near-Fainting	9	12.00%	4	6.56%
Unknown Problem/Person Down	0	0.00%	0	0.00%
Total	75		61	

Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	01/01/2019 - 10/31/2019		01/01/2018 - 10/31/2018	
Abdominal Pain/Problems	12	1.70%	12	1.62%
Allergic Reaction/Stings	4	0.57%	7	0.94%
Animal Bite	0	0.00%	0	0.00%
Assault	5	0.71%	5	0.67%
Automated Crash Notification	1	0.14%	0	0.00%
Back Pain (Non-Traumatic)	12	1.70%	11	1.48%
Breathing Problem	47	6.66%	45	6.07%
Burns/Explosion	1	0.14%	1	0.13%
Carbon Monoxide/Hazmat/Inhalation/CBRN	8	1.13%	14	1.89%
Cardiac Arrest/Death	9	1.27%	9	1.21%
Chest Pain (Non-Traumatic)	46	6.52%	18	2.43%
Choking	8	1.13%	5	0.67%
Convulsions/Seizure	15	2.12%	17	2.29%
Diabetic Problem	12	1.70%	11	1.48%
Drowning/Diving/SCUBA Accident	3	0.42%	0	0.00%
Electrocution/Lightning	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	1	0.13%
Falls	137	19.41%	125	16.87%
Fire	30	4.25%	53	7.15%
Headache	3	0.42%	3	0.40%
Heart Problems/AICD	17	2.41%	17	2.29%
Heat/Cold Exposure	1	0.14%	0	0.00%
Hemorrhage/Laceration	20	2.83%	21	2.83%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	0	0.00%	1	0.13%
Medical Alarm	0	0.00%	2	0.27%
No Other Appropriate Choice	4	0.57%	12	1.62%
Overdose/Poisoning/Ingestion	15	2.12%	12	1.62%
Pregnancy/Childbirth/Miscarriage	0	0.00%	1	0.13%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	13	1.84%	5	0.67%
Sick Person	91	12.89%	99	13.36%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	1	0.13%
Standby	3	0.42%	10	1.35%
Stroke/CVA	18	2.55%	14	1.89%
Traffic/Transportation Incident	57	8.07%	115	15.52%
Transfer/Interfacility/Palliative Care	3	0.42%	3	0.40%
Traumatic Injury	21	2.97%	8	1.08%
Unconscious/Fainting/Near-Fainting	83	11.76%	80	10.80%
Unknown Problem/Person Down	7	0.99%	3	0.40%
Total	706		741	







McFarland Fire Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {10/01/2019} and {10/31/2019}

Incident Type	10/01/2019	10/01/2018	10/01/2017	10/01/2016
	to 10/31/2019	to 10/31/2018	to 10/31/2017	to 10/31/2016
111 Building fire	1	1	0	1
132 Road freight or transport vehicle fire	2	0	0	1
138 Off-road vehicle or heavy equipment fire	0	0	1	0
141 Forest, woods or wildland fire	0	0	1	0
142 Brush or brush-and-grass mixture fire	1	0	0	0
161 Outside storage fire	0	0	1	0
311 Medical assist, assist EMS crew	15	6	14	7
322 Motor vehicle accident with injuries	2	4	0	1
324 Motor Vehicle Accident with no injuries	2	1	0	1
341 Search for person on land	1	0	1	0
352 Extrication of victim(s) from vehicle	0	0	1	0
353 Removal of victim(s) from stalled elevator	0	0	0	1
411 Gasoline or other flammable liquid spill	0	1	0	0
412 Gas leak (natural gas or LPG)	1	1	0	1
422 Chemical spill or leak	0	1	0	0
424 Carbon monoxide incident	1	0	0	0
440 Electrical wiring/equipment problem, Other	0	1	0	0
445 Arcing, shorted electrical equipment	1	1	2	0
461 Building or structure weakened or collapsed	1	0	0	0
463 Vehicle accident, general cleanup	0	1	4	0
520 Water problem, Other	0	0	2	0
531 Smoke or odor removal	0	1	0	0
550 Public service assistance, Other	1	0	0	0
553 Public service	0	1	0	0
571 Cover assignment, standby, moveup	2	1	0	0
611 Dispatched & cancelled en route	1	9	8	5
631 Authorized controlled burning	0	2	0	0
653 Smoke from barbecue, tar kettle	0	0	1	0
671 HazMat release investigation w/no HazMat	0	2	0	0
672 Biological hazard investigation	0	0	0	1
715 Local alarm system, malicious false alarm	1	0	0	0
731 Sprinkler activation due to malfunction	0	1	0	0
733 Smoke detector activation due to malfunction	3	0	0	0
736 CO detector activation due to malfunction	1	0	1	0
744 Detector activation, no fire - unintentional	1	0	0	1
745 Alarm system activation, no fire - unintentional	0	1	3	0
746 Carbon monoxide detector activation, no CO	1	1	0	0
Totals	<u>39</u>	<u>37</u>	<u>40</u>	<u>20</u>

McFarland Fire Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2019} and {10/31/2019}

Incident Type	01/01/2019 to 10/31/2019	01/01/2018 to 10/31/2018	01/01/2017 to 10/31/2017	01/01/2016 to 10/31/2016
111 Building fire	16	13	8	10
112 Fires in structure other than in a building	0	1	1	0
113 Cooking fire, confined to container	3	2	6	1
115 Incinerator overload or malfunction, fire	1	0	0	0
116 Fuel burner/boiler malfunction, fire confined	0	0	0	1
118 Trash or rubbish fire, contained	0	0	1	0
130 Mobile property (vehicle) fire, Other	0	0	0	1
131 Passenger vehicle fire	0	2	2	2
132 Road freight or transport vehicle fire	2	0	0	2
134 Water vehicle fire	0	0	1	1
138 Off-road vehicle or heavy equipment fire	0	1	1	0
140 Natural vegetation fire, Other	0	1	1	0
141 Forest, woods or wildland fire	0	1	1	0
142 Brush or brush-and-grass mixture fire	1	1	2	2
150 Outside rubbish fire, Other	0	1	0	0
151 Outside rubbish, trash or waste fire	2	0	0	1
154 Dumpster or other outside trash receptacle fire	1	0	3	0
160 Special outside fire, Other	0	1	0	0
161 Outside storage fire	0	0	1	0
162 Outside equipment fire	1	0	0	0
171 Cultivated grain or crop fire	0	1	0	1
223 Air or gas rupture of pressure or process vessel	1	0	0	0
251 Excessive heat, scorch burns with no ignition	0	0	1	0
300 Rescue, EMS incident, other	1	0	0	1
311 Medical assist, assist EMS crew	119	90	106	74
322 Motor vehicle accident with injuries	22	23	14	16
323 Motor vehicle/pedestrian accident (MV Ped)	0	2	0	1
324 Motor Vehicle Accident with no injuries	5	10	3	3
331 Lock-in (if lock out , use 511)	1	0	3	1
341 Search for person on land	2	0	2	0
342 Search for person in water	1	0	0	0
350 Extrication, rescue, Other	0	0	2	1
351 Extrication of victim(s) from building/structure	1	0	0	0
352 Extrication of victim(s) from vehicle	1	0	2	0
353 Removal of victim(s) from stalled elevator	0	2	1	1
357 Extrication of victim(s) from machinery	0	1	0	0
361 Swimming/recreational water areas rescue	1	0	0	0
363 Swift water rescue	1	1	0	0
365 Watercraft rescue	1	1	1	2
381 Rescue or EMS standby	0	0	1	0
400 Hazardous condition, Other	0	0	0	1
411 Gasoline or other flammable liquid spill	2	4	3	0
412 Gas leak (natural gas or LPG)	8	5	4	5
413 Oil or other combustible liquid spill	2	0	2	0
420 Toxic condition, Other	0	1	0	0
422 Chemical spill or leak	0	1	0	0

McFarland Fire Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2019} and {10/31/2019}

Incident Type	01/01/2019	01/01/2018	01/01/2017	01/01/2016
	to 10/31/2019	to 10/31/2018	to 10/31/2017	to 10/31/2016
424 Carbon monoxide incident	4	4	3	3
440 Electrical wiring/equipment problem, Other	0	1	7	1
441 Heat from short circuit (wiring), defective/worn	0	1	0	0
442 Overheated motor	0	1	0	0
443 Breakdown of light ballast	1	0	0	1
444 Power line down	2	3	4	4
445 Arcing, shorted electrical equipment	6	2	6	1
451 Biological hazard, confirmed or suspected	0	0	1	0
461 Building or structure weakened or collapsed	1	0	0	0
463 Vehicle accident, general cleanup	3	5	10	1
500 Service Call, other	0	1	0	3
510 Person in distress, Other	0	1	1	1
511 Lock-out	1	0	0	1
520 Water problem, Other	0	0	3	1
521 Water evacuation	1	0	0	0
522 Water or steam leak	2	1	2	1
531 Smoke or odor removal	0	2	1	0
542 Animal rescue	0	0	1	0
550 Public service assistance, Other	1	0	1	0
551 Assist police or other governmental agency	3	0	2	0
552 Police matter	0	0	0	1
553 Public service	5	1	0	1
561 Unauthorized burning	0	3	1	0
571 Cover assignment, standby, moveup	11	4	1	0
600 Good intent call, Other	0	3	10	1
611 Dispatched & cancelled en route	41	49	53	38
621 Wrong location	1	0	0	0
622 No Incident found on arrival at dispatch address	4	1	2	4
631 Authorized controlled burning	7	10	2	3
632 Prescribed fire	0	0	0	1
650 Steam, Other gas mistaken for smoke, Other	0	0	1	0
651 Smoke scare, odor of smoke	4	6	3	1
652 Steam, vapor, fog or dust thought to be smoke	0	0	1	1
653 Smoke from barbecue, tar kettle	0	0	2	0
661 EMS call, party transported by non-fire agency	0	0	1	0
671 HazMat release investigation w/no HazMat	2	5	1	0
672 Biological hazard investigation	0	0	0	1
700 False alarm or false call, Other	0	2	1	2
710 Malicious, mischievous false call, Other	0	1	0	1
711 Municipal alarm system, malicious false alarm	1	0	0	0
713 Telephone, malicious false alarm	1	0	0	0
714 Central station, malicious false alarm	1	3	0	1
715 Local alarm system, malicious false alarm	1	0	0	0
731 Sprinkler activation due to malfunction	4	3	0	0
733 Smoke detector activation due to malfunction	14	3	0	5
735 Alarm system sounded due to malfunction	8	6	8	3

McFarland Fire Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2019} and {10/31/2019}

Incident Type	01/01/2019 to 10/31/2019	01/01/2018 to 10/31/2018	01/01/2017 to 10/31/2017	01/01/2016 to 10/31/2016
736 CO detector activation due to malfunction	8	3	7	5
740 Unintentional transmission of alarm, Other	0	3	2	0
741 Sprinkler activation, no fire - unintentional	1	0	1	0
743 Smoke detector activation, no fire -	3	3	5	1
744 Detector activation, no fire - unintentional	3	1	0	1
745 Alarm system activation, no fire - unintentional	7	11	15	8
746 Carbon monoxide detector activation, no CO	9	6	4	2
812 Flood assessment	0	1	0	1
814 Lightning strike (no fire)	0	1	0	0
815 Severe weather or natural disaster standby	0	2	2	0
900 Special type of incident, Other	0	1	0	2
Totals	<u>357</u>	<u>320</u>	<u>338</u>	<u>230</u>

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, October 28, 2019 - 7:00 PM

1. CALL TO ORDER.

Village President Czebotar called the regular meeting of the McFarland Village Board to order at 7:00 pm in the Community Room of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village President Brad Czebotar, Village Trustee Stephanie Brassington, Village Trustee Jerry Adrian, Village Trustee Mary Pat Lytle, Village Trustee Eric Kryzenske, Village Trustee Clair Utter, Village Trustee Dan Kolk

Village Board members not present: (none)

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Craig Sherven, Community and Economic Development Director Andrew Bremer, Public Works Director Jim Hessling, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

Letter from Dane County Highway informing the Village that its project was not selected for 2020-2021 Dane County Municipal Street Improvement Program.

President Czebotar provided an update on the progress of stenciling storm water drains and additional stormwater education outreach efforts.

b. Public Communications

4. CONSENT AGENDA.

a. Motion to approve the minutes of the October 14, 2019 Village Board meeting.

b. Motion to approve pre-paid checks #75456-75465 in the amount of \$18,126.64 and current checks #75466-75599 in the amount of \$693,019.31.

c. Motion to approve the alcohol beverage operator's license for Nicholas Cartwright (Hope Rod and Gun Club) and Sandra Latham (Parkside Pub) for the period ending June 30, 2020

Motion by Village President Brad Czebotar, second by Village Trustee Mary Pat Lytle, to approve the consent agenda as presented with the corrections noted. Motion carries 7 - 0 - 0 by acclamation.

5. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Village Board. Members of the public who wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit.

(None)

6. BUSINESS.

- a. Presentation by the McFarland Youth Center regarding prior year's operations.
Shawn Miller, President of the McFarland Youth Center, presented on 2019 operations, and the 2020 budget. He thanked the Village Board for its continued support of the McFarland Youth Center.
- b. Public Utilities Committee (Trustees Lytle & Brassington)

- 1) Discuss and action on Madison Metropolitan Sewerage District softener rebate program

Trustee Mary Pat Lytle reported on the MMSD water softener rebate program and the recommendation from the Public Utilities Committee for the Village to participate in the program.

Motion by Village Trustee Mary Pat Lytle, second by Village Trustee Eric Kryzenske, to approve participating in the Madison Metropolitan Sewerage District softener rebate program Motion carries 0 - 0 - 0 by acclamation.

- c. Communications & Technology Department (Trustees Brassington & Kryzenske)

- 1) Discussion and action on a Polco utilization policy.

Motion by Village Trustee Eric Kryzenske, second by Village Trustee Stephanie Brassington, to adopt a Polco utilization policy. Motion carries 7 - 0 - 0 by acclamation.

- d. Finance Committee (Trustees Lytle & Kryzenske)

- 1) Discussion and action to write off 2015 personal property taxes.

Motion by Village Trustee Mary Pat Lytle, second by Village Trustee Eric Kryzenske, to approve writing off 2015 personal property taxes. Motion carries 7 - 0 - 0 by acclamation.

- e. Plan Commission (President Czebotar & Trustee Kolk)

- 1) Discussion and action regarding Ordinance No. 2019-18: an ordinance rezoning 5513 Bremer Road from R-1 Single Family Residence to R-E Elderly Residence.

Motion by Village President Brad Czebotar, second by Village Trustee Dan Kolk, to approve Ordinance No. 2019-18: an ordinance rezoning 5513 Bremer Road from R-1 Single Family Residence to R-E Elderly Residence. Motion carries 6 - 1 - 0 by acclamation with Trustee Utter voting nay.

- 2) Discussion and action regarding temporary zoning designations for lands included in the Elvehjem Acres LLC petition for annexation, parcels 0610-013-9160-1 and 0610-013-9700-7.

Motion by Village President Brad Czebotar, second by Village Trustee Dan Kolk, to approve temporary zoning designations for lands included in the Elvehjem Acres LLC petition for annexation, parcels 0610-013-9160-1 and 0610-013-9700-7. Motion carries 6 - 1 - 0 by acclamation with Trustee Kryzenske voting nay.

- f. Discussion an action regarding Ordinance 2019-20: an ordinance authorizing the annexation of lands from the Town of Dunn to the Village of McFarland.

Motion by Village Trustee Dan Kolk, second by Village President Brad Czebotar, to approve Discussion an action regarding Ordinance 2019-20: an ordinance authorizing the annexation of lands from the Town of Dunn to the Village of McFarland with the amendment that the legal description be revised to include additional language stating "south east corner of the southeast corner of section 2."providing the legal description . Motion carries 5 - 2 - 0 by acclamation with Trustee Utter and Kryzenske voting nay.

- g. Discussion and action on rejecting all bids received for cleaning services RFP.

Motion by Village President Brad Czebotar, second by Village Trustee Stephanie Brassington, to approve rejecting all bids received for cleaning services RFP. Motion carries 7 - 0 - 0 by acclamation.

- h. Discussion and review of the 2020 Budget including the following sections:

- 1) Changes since the last distribution.

Village Administrator Schuenke provided an overview of changes since the last budget meeting.

- 2) Library Fund (205).

Library Director Heidi Cox provided an overview of the proposed 2020 budget for the Library Fund (202).

- 3) Youth Center Fund (210).

Village Administrator Schuenke provided an overview of the proposed 2020 budget for the Youth Center Fund (210).

- 4) TID #3 Fund (305).

Village Administrator Schuenke provided an overview of the proposed 2020 budget for the TID #3 Fund (305).

- 5) TID #4 Fund (310).

Village Administrator Schuenke provided an overview of the proposed 2020 budget for the TID #4 Fund (310).

- 6) TID #5 Fund (315).

Village Administrator Schuenke provided an overview of the proposed 2020 budget for the TID #5 Fund (315).

- 7) Capital Projects Fund (400).

Village Administrator Schuenke provided an overview of the proposed 2020 budget for the Capital Projects Fund (400).

8) Parks Fund (405).

Village Administrator Schuenke provided an overview of the proposed 2020 budget for the Park Fund (405).

9) Utilities Fund (600).

Village Administrator Scheunke provided an overview of the proposed 2020 budget for the Utilities Fund (600).

10) Stormwater Utilities Fund (605).

Village Administrator Scheunke provided an overview of the proposed 2020 budget for the Stormwater Fund (605).

11) Village Board Changes due October 31.

Village Administrator Schuenke reminded Village Trustees all suggested revisions to the 2020 draft budget are due by October 31, 2019.

i. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.

None.

7. ADJOURNMENT.

Motion by Village Trustee Mary Pat Lytle, second by Village Trustee Stephanie Brassington, to adjourn at 9:05 p.m

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Cassandra Suettinger
Village Clerk/Treasurer

Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
10/19	10/31/2019	75603	759	POSTMASTER	UTILITY BILLS	103119	1	605-53440-311-000	138.46
10/19	10/31/2019	75603	759	POSTMASTER	UTILITY BILLS	103119	2	600-53710-311-000	138.46
10/19	10/31/2019	75603	759	POSTMASTER	UTILITY BILLS	103119	3	600-53610-311-000	138.46
Total 75603:									415.38
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	PUBLIC WORKS FACILITY	102419	1	100-53000-220-000	539.17
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	WATER TOWER - HOLSCHER	102419	2	600-53716-220-000	16.93
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	WATER TOWER - BURMA	102419	3	600-53716-220-000	59.12
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	WELL #1	102419	4	600-53716-220-000	416.79
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	WELL #14	102419	5	600-53716-220-000	1,106.25
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	WELL #1	102419	6	600-53716-340-000	21.27
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	WELL #3	102419	7	600-53716-340-000	13.38
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	WELL #4	102419	8	600-53716-340-000	16.19
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	LIFT #1	102419	9	600-53615-220-000	128.81
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	LIFT #2	102419	10	600-53615-220-000	172.44
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	LIFT #3	102419	11	600-53615-220-000	79.05
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	LIFT #5	102419	12	600-53615-220-000	171.84
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	BRANDT PARK	102419	13	100-55200-220-000	20.71
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	LEWIS PARK	102419	14	100-55200-220-000	90.56
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	FLOWER CORNER	102419	15	100-55200-220-000	17.36
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	GAZEBO	102419	16	100-55200-220-000	37.01
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	MCDANIEL	102419	17	100-55200-220-000	25.88
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	CEDAR GLADE AERATOR	102419	18	605-53440-242-000	68.85
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (2)	102419	19	100-53000-291-000	322.38
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS (BASHFORD)	102419	20	100-53000-291-000	17.62
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS (FARWELL 1&2)	102419	21	100-53000-291-000	35.12
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS (CREAMERY)	102419	22	100-53000-291-000	17.75
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	SIRENS	102419	23	100-51600-220-000	28.69
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	4719 FARWELL ST - SUITE 3	102419	24	315-56700-242-000	17.27
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	4719 FARWELL - SUITE 4	102419	25	315-56700-242-000	17.27
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	4719 FARWELL ST - SUITE 5	102419	26	315-56700-242-000	17.75
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	4719 FARWELL - AREA 3	102419	27	315-56700-242-000	63.75
10/19	10/31/2019	75604	30	ALLIANT ENERGY/WP&L	4719 FARWELL - AREA 4	102419	28	315-56700-242-000	97.96

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 75604:									3,637.17
10/19	10/31/2019	75605	16680	CARDMEMBER SERVICE	SCHUENKE	MSB101819	1	100-1624	40.73
10/19	10/31/2019	75605	16680	CARDMEMBER SERVICE	MILLER	MSB101819	2	100-1624	647.77
10/19	10/31/2019	75605	16680	CARDMEMBER SERVICE	DENNIS	MSB101819	3	100-1624	1,943.32
10/19	10/31/2019	75605	16680	CARDMEMBER SERVICE	REITER	MSB101819	4	100-1624	674.49
10/19	10/31/2019	75605	16680	CARDMEMBER SERVICE	COX	MSB101819	5	100-1624	1,817.14
10/19	10/31/2019	75605	16680	CARDMEMBER SERVICE	KENT	MSB101819	6	100-1624	760.68
10/19	10/31/2019	75605	16680	CARDMEMBER SERVICE	REDMAN	MSB101819	7	100-1624	477.94
10/19	10/31/2019	75605	16680	CARDMEMBER SERVICE	HESSLING	MSB101819	8	100-1624	2,039.06
10/19	10/31/2019	75605	16680	CARDMEMBER SERVICE	ANDERSEN	MSB101819	9	100-1624	151.95
10/19	10/31/2019	75605	16680	CARDMEMBER SERVICE	MOTL	MSB101819	10	100-1624	82.00
10/19	10/31/2019	75605	16680	CARDMEMBER SERVICE	JOB	MSB101819	11	100-1624	112.00
10/19	10/31/2019	75605	16680	CARDMEMBER SERVICE	REIMER	MSB101819	12	100-1624	638.97
10/19	10/31/2019	75605	16680	CARDMEMBER SERVICE	SUETTINGER	MSB101819	13	100-1624	345.16
10/19	10/31/2019	75605	16680	CARDMEMBER SERVICE	SHERVEN	MSB101819	14	100-1624	750.27-
10/19	10/31/2019	75605	16680	CARDMEMBER SERVICE	SEYMOUR	MSB101819	15	100-1624	228.97
10/19	10/31/2019	75605	16680	CARDMEMBER SERVICE	BREMER	MSB101819	16	100-1624	1,073.85
10/19	10/31/2019	75605	16680	CARDMEMBER SERVICE	ENGLER	MSB101819	17	100-1624	122.40
Total 75605:									10,406.16
10/19	10/31/2019	75606	158	CHARTER COMMUNICATIONS	ADMIN INTERNET	00118251021	1	100-51420-221-000	142.97
10/19	10/31/2019	75606	158	CHARTER COMMUNICATIONS	CABLE INTERNET	00118251021	2	200-55600-221-000	145.04
10/19	10/31/2019	75606	158	CHARTER COMMUNICATIONS	FIRE/EMS INTERNET	00118251021	3	100-52200-221-000	117.00
10/19	10/31/2019	75606	158	CHARTER COMMUNICATIONS	PD INTERNET	00118251021	4	100-52100-221-000	36.00
Total 75606:									441.01
10/19	10/31/2019	75607	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	25718295	1	205-55110-240-000	142.30
Total 75607:									142.30
10/19	10/31/2019	75608	1921	FRONTIER	LIBRARY PHONE	102219	1	205-55110-221-000	78.29
Total 75608:									78.29
10/19	10/31/2019	75609	16657	RAYMOND P. CATTELL, INC.	CHANGE ORDER TO MC120 - FOR MCDANIE	082219FINA	1	400-57620-827-112	77,090.22

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 75609:									77,090.22
11/19	11/08/2019	75610	17216	ADVANTAGE POLICE SUPPLY I	FIRE EQUIPMENT	19-1059	1	400-57220-811-103	3,155.50
11/19	11/08/2019	75610	17216	ADVANTAGE POLICE SUPPLY I	EMS EQUIPMENT	19-1059	2	400-57220-811-104	3,155.50
Total 75610:									6,311.00
11/19	11/08/2019	75611	10	ARAMARK	MATS	1640908548	1	205-55110-242-000	37.00
11/19	11/08/2019	75611	10	ARAMARK	MATS	1640913348	1	205-55110-242-000	37.00
11/19	11/08/2019	75611	10	ARAMARK	MATS	1640918057	1	205-55110-242-000	37.00
Total 75611:									111.00
11/19	11/08/2019	75612	16921	AVANT GARDENING & LANDSC	LANDSCAPING	20191452	1	205-55110-242-000	8,202.09
Total 75612:									8,202.09
11/19	11/08/2019	75613	16979	AYRES ASSOCIATES	PLANNING	183317	1	100-53000-211-000	1,186.81
Total 75613:									1,186.81
11/19	11/08/2019	75614	17187	B&H PHOTO	VILLAGE BOARD TABLE UPGRADES	163206676	1	400-57140-825-101	1,098.90
11/19	11/08/2019	75614	17187	B&H PHOTO	COMMUNITY ROOM TECHNOLOGY UPGRAD	163579484	1	400-57140-825-101	44.40
11/19	11/08/2019	75614	17187	B&H PHOTO	COMMUNITY ROOM TECHNOLOGY UPGRAD	163651657	1	400-57140-825-101	786.60
Total 75614:									1,929.90
11/19	11/08/2019	75615	68	BADGER WELDING SUPP INC	BADGER WELDING - OXYGEN	3556044	1	100-52200-340-000	33.25
Total 75615:									33.25
11/19	11/08/2019	75616	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2034488217	1	205-55110-344-000	129.19
11/19	11/08/2019	75616	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2034871377	1	205-55110-344-000	78.91
11/19	11/08/2019	75616	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2034872818	1	205-55110-344-000	557.37
11/19	11/08/2019	75616	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2034873112	1	205-55110-344-000	413.37
11/19	11/08/2019	75616	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2034875474	1	205-55110-344-000	193.26
11/19	11/08/2019	75616	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2034882704	1	205-55110-344-000	388.55
11/19	11/08/2019	75616	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2034891915	1	205-55110-344-000	545.64

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
11/19	11/08/2019	75616	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2034902434	1	205-55110-344-000	2,049.82
11/19	11/08/2019	75616	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	5015765674	1	205-55110-344-000	46.89
Total 75616:									4,403.00
11/19	11/08/2019	75617	17220	BCS INC	TAX BILL MAILING - SW	110519	1	610-53620-340-000	55.00
11/19	11/08/2019	75617	17220	BCS INC	TAX BILL MAILING - TID#3	110519	2	305-51410-210-000	150.00
11/19	11/08/2019	75617	17220	BCS INC	TAX BILL MAILING - TID#4	110519	3	310-51410-210-000	150.00
11/19	11/08/2019	75617	17220	BCS INC	TAX BILL MAILING - GF	110519	4	100-51420-311-000	600.00
11/19	11/08/2019	75617	17220	BCS INC	TAX BILL MAILING - UTIL	110519	5	600-53610-311-000	15.00
11/19	11/08/2019	75617	17220	BCS INC	TAX BILL MAILING - UTIL	110519	6	600-53710-311-000	15.00
11/19	11/08/2019	75617	17220	BCS INC	TAX BILL MAILING - SW	110519	7	605-53440-311-000	15.00
Total 75617:									1,000.00
11/19	11/08/2019	75618	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83346373	1	100-52200-340-000	92.96
11/19	11/08/2019	75618	1256	BOUND TREE MEDICAL, LLC	TRAINING SUPPLIES	83387639	1	100-52200-331-000	809.99
11/19	11/08/2019	75618	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83389143	1	100-52200-340-000	84.11
Total 75618:									987.06
11/19	11/08/2019	75619	17217	BREMER, ANDREW	APA CONFERENCE MILEAGE	AB100419	1	100-52400-331-000	201.84
Total 75619:									201.84
11/19	11/08/2019	75620	16961	CAPITAL COFFEE LLC	COFFEE	143056	1	100-52100-330-000	119.90
Total 75620:									119.90
11/19	11/08/2019	75621	1457	CASCADE ENGINEERING INC	NEW GARBAGE/RECYCLING TOTES	30456192	1	610-53620-810-000	11,629.00
Total 75621:									11,629.00
11/19	11/08/2019	75622	161	CHASE LUMBER AND FUEL INC	PARKS	0003/200053	1	100-55200-340-000	28.80
11/19	11/08/2019	75622	161	CHASE LUMBER AND FUEL INC	PARKS	0003/200053	1	100-55200-340-000	108.14
11/19	11/08/2019	75622	161	CHASE LUMBER AND FUEL INC	PARKS	0003/200054	1	100-55200-340-000	30.95
11/19	11/08/2019	75622	161	CHASE LUMBER AND FUEL INC	PARKS	0003/200054	1	100-55200-340-000	93.67
11/19	11/08/2019	75622	161	CHASE LUMBER AND FUEL INC	CREDIT MEMO - THIS WAS PAID ON CC AND	CM20004112	1	100-55200-340-000	45.24-

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 75622:									216.32
11/19	11/08/2019	75623	17221	CIRCLE B INC	TREES	296983	1	100-55200-210-000	181.00
Total 75623:									181.00
11/19	11/08/2019	75624	194	CONCENTRA	PRE-EMPLOYMENT SCREENING	103071819	1	100-53000-211-000	45.50
Total 75624:									45.50
11/19	11/08/2019	75625	2136	CZEBOTAR, BRAD	LEAGUE OF WI CONFERENCE	BC102519	1	100-51100-141-000	174.50
Total 75625:									174.50
11/19	11/08/2019	75626	247	DANE CO TREASURER	JAIL & SURCHARGES - OCTOBER	154-110119	1	100-45110-000	1,867.20
Total 75626:									1,867.20
11/19	11/08/2019	75627	249	DANE COUNTY TREASURER	PROGRAM FEE	300	1	205-55110-391-000	25.00
Total 75627:									25.00
11/19	11/08/2019	75628	16545	DEPT OF SAFETY AND PROFES	FIRE SPRINKLER PLAN REVIEW	OCT2019	1	100-44300-105	55.00
11/19	11/08/2019	75628	16545	DEPT OF SAFETY AND PROFES	FIRE ALARM PLAN REVIEW	OCT2019	2	100-44300-106	10.00
Total 75628:									65.00
11/19	11/08/2019	75629	2125	EMERGENCY LIGHTING & ELEC	SUPER LED FLASH	190566	1	100-52200-241-000	131.93
Total 75629:									131.93
11/19	11/08/2019	75630	338	ENGELHART INC	MOWER PARTS	1686321	1	100-53000-241-000	66.00
11/19	11/08/2019	75630	338	ENGELHART INC	MOWER PARTS	1686321	2	600-53718-241-000	18.00
11/19	11/08/2019	75630	338	ENGELHART INC	MOWER PARTS	1686321	3	600-53616-241-000	18.00
11/19	11/08/2019	75630	338	ENGELHART INC	MOWER PARTS	1686321	4	605-53440-241-000	18.00
Total 75630:									120.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
11/19	11/08/2019	75631	341	ENVIRONMENT CONTROL	JANITORIAL SERVICES	11960-613	1	205-55110-210-000	1,304.00
11/19	11/08/2019	75631	341	ENVIRONMENT CONTROL	MC CLEANING	12096-613	1	100-51600-210-000	1,457.00
Total 75631:									2,761.00
11/19	11/08/2019	75632	17218	FARWELL PLACE, LLC	REFUND OF UTILITY ACCT - BILLING ERROR	102819	1	001-1115	4,452.52
Total 75632:									4,452.52
11/19	11/08/2019	75633	1387	FLEURY, DAWN	HALLOWEEN CANDY - CAM N	DF102819	1	100-54600-340-000	15.76
11/19	11/08/2019	75633	1387	FLEURY, DAWN	DISH SOAP - CAM N	DF102819	2	100-54600-310-000	2.74
Total 75633:									18.50
11/19	11/08/2019	75634	390	GBR CORPORATION	MC ROOF REPAIR	DF1495	1	100-51600-242-000	164.18
11/19	11/08/2019	75634	390	GBR CORPORATION	MC ROOF REPAIR	DF1495	2	600-53716-242-000	44.77
11/19	11/08/2019	75634	390	GBR CORPORATION	MC ROOF REPAIR	DF1495	3	600-53616-242-000	44.77
11/19	11/08/2019	75634	390	GBR CORPORATION	MC ROOF REPAIR	DF1495	4	605-53440-242-000	44.78
Total 75634:									298.50
11/19	11/08/2019	75635	17195	GRADY, BRUCE	OC HOLDER - GRADY	BG102219	1	100-52100-142-000	27.52
Total 75635:									27.52
11/19	11/08/2019	75636	17222	GREAT LAKES ROOFING	ROOF REPAIR	C63718	1	205-55110-242-000	5,250.00
Total 75636:									5,250.00
11/19	11/08/2019	75637	1694	HEARTLAND LITHO	UTILITY BILLS	65401	1	600-53710-310-000	69.57
11/19	11/08/2019	75637	1694	HEARTLAND LITHO	UTILITY BILLS	65401	2	600-53610-310-000	69.57
11/19	11/08/2019	75637	1694	HEARTLAND LITHO	UTILITY BILLS	65401	3	605-53440-340-000	69.56
Total 75637:									208.70
11/19	11/08/2019	75638	464	INSTY PRINTS - MONONA	COURT DISPOSITIONAL SHEETS	215153	1	100-51200-310-000	259.65
Total 75638:									259.65

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
11/19	11/08/2019	75639	1452	JACOBSEN, NATE	LUNCH-TRAINING	NJ101619	1	100-52100-331-000	7.00
Total 75639:									7.00
11/19	11/08/2019	75640	476	JEFFERSON FIRE & SAFETY IN	SCOTT 380 BATTERY	IN111449	1	100-52200-240-000	212.22
Total 75640:									212.22
11/19	11/08/2019	75641	16530	JERRY'S TRANSMISSION SERVI	R84 MAINTENANCE	0033904	1	100-52200-241-000	446.55
Total 75641:									446.55
11/19	11/08/2019	75642	2205	JOB, JEREMY	JJOB TUITION REIMBURSEMENT	JJ102919	1	100-52100-331-000	810.00
Total 75642:									810.00
11/19	11/08/2019	75643	16804	KENDALL DOORS AND HARDW	KEYS PURCHASED AND REKEYING	IN007307	1	100-53000-242-000	373.25
Total 75643:									373.25
11/19	11/08/2019	75644	2070	KKS PROPERTY	COMMON AREA MAINT. FORMER LIB	2019-11	1	100-51600-242-000	400.00
Total 75644:									400.00
11/19	11/08/2019	75645	2162	KNOLL, KAREN	TREATS FOR THIRD GRADE TOURS	KK100119	1	100-52400-310-000	21.06
Total 75645:									21.06
11/19	11/08/2019	75646	16554	M&M OFFICE INTERIORS, INC	FURNITURE BALANCE	161178	1	100-52100-310-000	740.84
Total 75646:									740.84
11/19	11/08/2019	75647	2237	MADISON COLLEGE	TOWNS - TUITION & FEES	CORP-00000	1	100-52100-331-000	115.00
Total 75647:									115.00
11/19	11/08/2019	75648	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	10-89688	1	100-53000-241-000	115.83
11/19	11/08/2019	75648	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	10-89688	2	600-53718-241-000	31.59
11/19	11/08/2019	75648	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	10-89688	3	600-53616-241-000	31.59

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
11/19	11/08/2019	75648	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	10-89688	4	605-53440-241-000	31.59
Total 75648:									210.60
11/19	11/08/2019	75649	17148	MANAGEMENT PARTNERS	STRATEGIC PLANNING	INV07859	1	100-51100-211-000	3,200.00
Total 75649:									3,200.00
11/19	11/08/2019	75650	640	MGE	STREET LIGHTS	13010467-10	1	100-53000-291-000	32.01
11/19	11/08/2019	75650	640	MGE	STREET LIGHT	14096945-10	1	100-53000-291-000	36.33
11/19	11/08/2019	75650	640	MGE	LIFT #4 ELECT	21056320-10	1	600-53615-220-000	42.19
11/19	11/08/2019	75650	640	MGE	LIFT STATION #5	27667872-10	1	605-53440-340-000	4.74
11/19	11/08/2019	75650	640	MGE	LIFT STATION #5	27667872-10	2	600-53615-220-000	4.74
11/19	11/08/2019	75650	640	MGE	LIFT STATION #5	27667872-10	3	600-53716-220-000	4.74
11/19	11/08/2019	75650	640	MGE	LIFT STATION #5	27667872-10	4	100-53000-220-000	17.38
11/19	11/08/2019	75650	640	MGE	4820 MARSH RD	29538501-10	1	100-53000-291-000	104.08
Total 75650:									246.21
11/19	11/08/2019	75651	1941	MIDWEST TRAILER SALES	VEHICLE MAINTENANCE	1100208-00	1	100-52200-241-000	21.03
11/19	11/08/2019	75651	1941	MIDWEST TRAILER SALES	VEHICLE MAINTENANCE	1100208-00	2	600-53718-241-000	5.73
11/19	11/08/2019	75651	1941	MIDWEST TRAILER SALES	VEHICLE MAINTENANCE	1100208-00	3	600-53616-241-000	5.74
11/19	11/08/2019	75651	1941	MIDWEST TRAILER SALES	VEHICLE MAINTENANCE	1100208-00	4	605-53440-241-000	5.74
Total 75651:									38.24
11/19	11/08/2019	75652	667	MINNESOTA LIFE INS CO	LIFE INSURANCE	002832L	1	100-2157	1,339.98
Total 75652:									1,339.98
11/19	11/08/2019	75653	1733	MOTOROLA SOLUTIONS INC	BAYCOM RADIOS	16077159	1	400-57220-812-104	17,656.32
Total 75653:									17,656.32
11/19	11/08/2019	75654	687	MUNICIPAL CODE CORPORATI	CODIFICATION SERVICES	00336183	1	100-51300-211-000	1,851.45
Total 75654:									1,851.45
11/19	11/08/2019	75655	17208	NABCO ENTRANCES, INC.	NEW DOOR OPENERS	90079676-77	1	400-57610-825-102	566.89

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 75655:									566.89
11/19	11/08/2019	75656	1896	NAPA AUTO PARTS	VEHICLE PARTS	687951	1	100-53000-241-000	15.56
11/19	11/08/2019	75656	1896	NAPA AUTO PARTS	VEHICLE PARTS	687951	2	600-53718-241-000	4.25
11/19	11/08/2019	75656	1896	NAPA AUTO PARTS	VEHICLE PARTS	687951	3	600-53616-241-000	4.25
11/19	11/08/2019	75656	1896	NAPA AUTO PARTS	VEHICLE PARTS	687951	4	605-53440-241-000	4.24
11/19	11/08/2019	75656	1896	NAPA AUTO PARTS	R84 FILTER	688686	1	100-52200-241-000	53.73
Total 75656:									82.03
11/19	11/08/2019	75657	2082	NASSCO INC	CLEANING SUPPLIES	S2538016.00	1	100-51600-242-000	168.50
Total 75657:									168.50
11/19	11/08/2019	75658	16880	OREGON POLICE DEPARTMEN	AUGUST INSERVICE TRAINING	AUGUST201	1	100-52100-331-000	445.00
Total 75658:									445.00
11/19	11/08/2019	75659	2066	PELLITTERI WASTE SYSTEMS	RECYCLING SERVICE	844061	1	610-53620-213-000	13,888.50
11/19	11/08/2019	75659	2066	PELLITTERI WASTE SYSTEMS	TRASH SERVICE	844061	2	610-53620-212-000	20,637.00
11/19	11/08/2019	75659	2066	PELLITTERI WASTE SYSTEMS	PD SHRED	844061	3	100-52100-340-000	37.86
11/19	11/08/2019	75659	2066	PELLITTERI WASTE SYSTEMS	ADMIN SHRED	844061	4	100-51420-310-000	37.85
Total 75659:									34,601.21
11/19	11/08/2019	75660	17096	PETERSON, SYDNEY	WINTER GLOVES - PETERSON	SP100619	1	100-52100-142-000	14.99
Total 75660:									14.99
11/19	11/08/2019	75661	16290	PUMPS & EQUIPMENT	PUMP REPLACEMENT	144855	1	205-55110-242-000	1,436.97
Total 75661:									1,436.97
11/19	11/08/2019	75662	16829	REUTER, WHITISH & EVANS, S.	PROSECUTIONS	64994	1	100-51300-210-102	1,517.20
11/19	11/08/2019	75662	16829	REUTER, WHITISH & EVANS, S.	LAKESTONE FARWELL DEVELOPMENT	64999	1	100-2640	2,077.40
11/19	11/08/2019	75662	16829	REUTER, WHITISH & EVANS, S.	BIZY LOU DEVELOPMENT ESCROW	65001	1	100-2640	720.00
11/19	11/08/2019	75662	16829	REUTER, WHITISH & EVANS, S.	PARK VIEW ESTATES ESCROW	65002	1	100-2640	180.00
11/19	11/08/2019	75662	16829	REUTER, WHITISH & EVANS, S.	LEGAL - WATER SERVICE	65006	1	600-53710-210-000	240.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
11/19	11/08/2019	75662	16829	REUTER, WHITISH & EVANS, S.	GENERAL LEGAL	65007	1	100-51300-210-101	6,550.00
11/19	11/08/2019	75662	16829	REUTER, WHITISH & EVANS, S.	GENERAL LEGAL	65013	1	100-51300-210-101	2,968.12
11/19	11/08/2019	75662	16829	REUTER, WHITISH & EVANS, S.	PROSECUTIONS	65013	2	100-51300-210-102	1,175.50
11/19	11/08/2019	75662	16829	REUTER, WHITISH & EVANS, S.	LEGAL - LAND PURCHASE	65013	3	400-57620-826-000	111.00
11/19	11/08/2019	75662	16829	REUTER, WHITISH & EVANS, S.	LEGAL - WATER SERVICE	65013	4	600-53710-210-000	32.00
11/19	11/08/2019	75662	16829	REUTER, WHITISH & EVANS, S.	LEGAL - STORMWATER	65013	5	605-53440-210-000	74.00
11/19	11/08/2019	75662	16829	REUTER, WHITISH & EVANS, S.	LEGAL - LARSON BEACH LAND PURCHASE	65014	1	100-52400-390-000	3,417.00
Total 75662:									19,062.22
11/19	11/08/2019	75663	17050	SHI INTERNATIONAL CORP	SHI VEHICLE ADAPTER	B10798107	1	400-57220-813-101	187.86
Total 75663:									187.86
11/19	11/08/2019	75664	1165	SPRANG, SARA	CM MILEAGE	SS102919	1	100-54600-141-000	71.92
11/19	11/08/2019	75664	1165	SPRANG, SARA	CM - CONFERENCE HOTEL & MEAL	SS102919	2	100-54600-330-000	119.85
11/19	11/08/2019	75664	1165	SPRANG, SARA	CM - CONFERENCE MILEAGE	SS102919	3	100-54600-330-000	49.30
11/19	11/08/2019	75664	1165	SPRANG, SARA	CM - MEETING MILEAGE	SS102919	4	100-54600-330-000	12.76
Total 75664:									253.83
11/19	11/08/2019	75665	1738	STATE OF WI TREASURER	MONTHLY COURT FEES - OCT	154-110119	1	100-45110-000	3,847.41
Total 75665:									3,847.41
11/19	11/08/2019	75666	937	THE LIBRARY STORE INC	LIBRARY SUPPLIES	425074	1	205-55110-310-000	300.93
Total 75666:									300.93
11/19	11/08/2019	75667	958	TOWN & COUNTRY ENGINEER	SANITARY SEWER SERVICE PLANNING	20879	1	600-53610-210-000	277.25
Total 75667:									277.25
11/19	11/08/2019	75668	9140	TRITECH FORENSICS INC	INVESTIGATION SUPPLIES	202792	1	100-52100-340-000	69.49
Total 75668:									69.49
11/19	11/08/2019	75669	17140	US BANK VOYAGER FLEET SYS	PD FUEL	8694160999	1	100-52100-341-000	1,564.84
11/19	11/08/2019	75669	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160999	2	100-53000-341-000	980.23

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
11/19	11/08/2019	75669	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160999	3	600-53615-341-000	89.11
11/19	11/08/2019	75669	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160999	4	600-53710-341-000	178.23
11/19	11/08/2019	75669	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160999	5	600-53616-341-000	178.23
11/19	11/08/2019	75669	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160999	6	600-53718-341-000	89.11
11/19	11/08/2019	75669	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160999	7	605-53440-341-000	267.34
11/19	11/08/2019	75669	17140	US BANK VOYAGER FLEET SYS	PARKS	8694160999	8	100-55200-341-000	98.18
11/19	11/08/2019	75669	17140	US BANK VOYAGER FLEET SYS	FIRE/EMS FUEL	8694160999	9	100-52200-341-000	1,136.84
11/19	11/08/2019	75669	17140	US BANK VOYAGER FLEET SYS	CD FUEL	8694160999	10	100-52400-341-000	49.19
Total 75669:									4,631.30
11/19	11/08/2019	75670	992	US CELLULAR	PD PHONE	0337590887	1	100-52100-221-000	623.98
11/19	11/08/2019	75670	992	US CELLULAR	FD/EMS PHONE	0337590887	2	100-52200-221-000	425.50
11/19	11/08/2019	75670	992	US CELLULAR	OUTREACH PHONE	0337590887	3	100-54600-221-000	38.50
11/19	11/08/2019	75670	992	US CELLULAR	CABLE/COMMTECH PHONE	0337590887	4	200-55600-221-000	44.97
11/19	11/08/2019	75670	992	US CELLULAR	PW PHONE	0337590887	5	100-53000-221-000	27.64
11/19	11/08/2019	75670	992	US CELLULAR	WATER PHONE	0337590887	6	600-53710-310-000	27.65
11/19	11/08/2019	75670	992	US CELLULAR	SEWER PHONE	0337590887	7	600-53610-310-000	27.65
11/19	11/08/2019	75670	992	US CELLULAR	INSPECTIONS PHONE	0337590887	8	100-52400-221-000	.50
11/19	11/08/2019	75670	992	US CELLULAR	EM MGT PHONE	0337590887	9	100-52500-340-000	38.50
Total 75670:									1,254.89
11/19	11/08/2019	75671	17051	UW HEALTH - EEC	UW HEALTH EEC	8862	1	100-52200-210-000	697.00
Total 75671:									697.00
11/19	11/08/2019	75672	2298	VIKING ELECTRIC SUPPLY	PW SHOP	S003112303.	1	605-53440-340-000	4.54
11/19	11/08/2019	75672	2298	VIKING ELECTRIC SUPPLY	PW SHOP	S003112303.	2	600-53616-340-000	4.55
11/19	11/08/2019	75672	2298	VIKING ELECTRIC SUPPLY	PW SHOP	S003112303.	3	600-53716-340-000	4.55
11/19	11/08/2019	75672	2298	VIKING ELECTRIC SUPPLY	PW SHOP	S003112303.	4	100-53000-340-000	16.66
Total 75672:									30.30
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	MUNICIPAL CENTER	112019	1	100-53000-220-000	345.54
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	PW GARAGE	112019	2	100-53000-220-000	364.82
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	PW GARAGE	112019	3	100-53000-220-000	401.37
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	OLD LIBRARY	112019	4	100-53000-220-000	29.66
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	LIBRARY	112019	5	100-53000-220-000	344.42

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	LIBRARY	112019	6	100-53000-220-000	164.61
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	MUNICIPAL CENTER	112019	7	100-53000-220-000	471.17
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	HOUSE 4902 TERMINAL	112019	8	305-56700-242-000	14.83
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	VOM 4902 TERMINAL	112019	9	305-56700-242-000	41.96
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	5541 HOLSCHER RD	112019	10	100-53000-220-000	14.83
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	PARKING LOT - 43 BURMA RD	112019	11	100-53000-220-000	14.83
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	41 ROW CREAMERY RD	112019	12	100-53000-220-000	14.83
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	5411 BASHFORD ST	112019	13	100-53000-220-000	14.83
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	OLD WELL HOUSE	112019	14	600-53716-340-000	14.83
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	WATER TOWER - BURMA	112019	15	600-53718-340-000	60.80
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	WATER TOWER - HOLSCHER	112019	16	600-53718-340-000	41.52
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	WELL #1 & #3	112019	17	600-53716-340-000	29.66
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	LIFT #1, 2 & 4	112019	18	600-53616-242-000	44.49
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	RIDGEVIEW	112019	19	100-55200-220-000	14.83
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	PED PATH - 39 RUNNING DEER TRL	112019	20	100-55200-220-000	14.83
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	YAHARA RIVER PARK	112019	21	100-55200-220-000	14.83
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	PED PATH	112019	22	100-55200-220-000	14.83
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	PED PATH - OSBORN	112019	23	100-55200-220-000	14.83
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	LEGION MEMORIAL PARK	112019	24	100-55200-220-000	56.35
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	BRANDT PARK	112019	25	100-55200-220-000	100.06
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	WOODLAND ESTATES PARK	112019	26	100-55200-220-000	14.83
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	AUTUMN GROVE PARK	112019	27	100-55200-220-000	34.11
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	CEDAR RIDGE	112019	28	100-55200-220-000	53.39
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	CEDAR GLADE PARK	112019	29	100-55200-220-000	16.31
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	BOCCE BALL COURT	112019	30	100-55200-220-000	13.91
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	EGNER PARK	112019	31	100-55200-220-000	19.28
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	HIGHLAND OAK PARK	112019	32	100-55200-220-000	32.63
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	COMM GARDEN	112019	33	100-55200-220-000	13.91
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	PED PATH DALE CURTIN	112019	34	100-55200-220-000	14.83
11/19	11/08/2019	75673	1015	VILLAGE OF MCFARLAND	WM MCFARLAND PARK	112019	35	100-55200-220-000	835.94
Total 75673:									3,708.70
11/19	11/08/2019	75674	17219	WAUBESA VILLAGE, LLC	FINAL TIF LOAN PAYMENT	110419	1	305-56700-725-000	9,200.00
Total 75674:									9,200.00
11/19	11/08/2019	75675	1093	WI STATE LABORATORY OF HY	WATER TESTING	612421	1	600-53717-340-000	406.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 75675:									406.00
11/19	11/08/2019	75676	16940	WIKEL SERVICES LLC	GANNON PROPERTY MOWING	5692	1	315-56700-242-000	395.88
Total 75676:									395.88
11/19	11/08/2019	75677	16489	ZIETSMA, JOEL	TRAINING - LUNCH	JZ101619	1	100-52100-331-000	7.00
Total 75677:									7.00
11/19	11/08/2019	75678	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (1)	102919	1	100-53000-291-000	8,952.29
Total 75678:									8,952.29
Grand Totals:									262,694.88

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-1115	4,452.52	.00	4,452.52
001-2120	.00	4,452.52-	4,452.52-
100-1624	11,156.43	750.27-	10,406.16
100-2120	795.51	71,963.96-	71,168.45-
100-2157	1,339.98	.00	1,339.98
100-2640	2,977.40	.00	2,977.40
100-44300-105	55.00	.00	55.00
100-44300-106	10.00	.00	10.00
100-45110-000	5,714.61	.00	5,714.61
100-51100-141-000	174.50	.00	174.50
100-51100-211-000	3,200.00	.00	3,200.00
100-51200-310-000	259.65	.00	259.65
100-51300-210-101	9,518.12	.00	9,518.12
100-51300-210-102	2,692.70	.00	2,692.70
100-51300-211-000	1,851.45	.00	1,851.45
100-51420-221-000	142.97	.00	142.97

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
100-51420-310-000	37.85	.00	37.85
100-51420-311-000	600.00	.00	600.00
100-51600-210-000	1,457.00	.00	1,457.00
100-51600-220-000	28.69	.00	28.69
100-51600-242-000	732.68	.00	732.68
100-52100-142-000	42.51	.00	42.51
100-52100-221-000	659.98	.00	659.98
100-52100-310-000	740.84	.00	740.84
100-52100-330-000	119.90	.00	119.90
100-52100-331-000	1,384.00	.00	1,384.00
100-52100-340-000	107.35	.00	107.35
100-52100-341-000	1,564.84	.00	1,564.84
100-52200-210-000	697.00	.00	697.00
100-52200-221-000	542.50	.00	542.50
100-52200-240-000	212.22	.00	212.22
100-52200-241-000	653.24	.00	653.24
100-52200-331-000	809.99	.00	809.99
100-52200-340-000	210.32	.00	210.32
100-52200-341-000	1,136.84	.00	1,136.84
100-52400-221-000	.50	.00	.50
100-52400-310-000	21.06	.00	21.06
100-52400-331-000	201.84	.00	201.84
100-52400-341-000	49.19	.00	49.19
100-52400-390-000	3,417.00	.00	3,417.00
100-52500-340-000	38.50	.00	38.50
100-53000-211-000	1,232.31	.00	1,232.31
100-53000-220-000	2,737.46	.00	2,737.46
100-53000-221-000	27.64	.00	27.64
100-53000-241-000	197.39	.00	197.39
100-53000-242-000	373.25	.00	373.25
100-53000-291-000	9,517.58	.00	9,517.58
100-53000-340-000	16.66	.00	16.66
100-53000-341-000	980.23	.00	980.23
100-54600-141-000	71.92	.00	71.92
100-54600-221-000	38.50	.00	38.50
100-54600-310-000	2.74	.00	2.74
100-54600-330-000	181.91	.00	181.91
100-54600-340-000	15.76	.00	15.76
100-55200-210-000	181.00	.00	181.00
100-55200-220-000	1,471.22	.00	1,471.22

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
100-55200-340-000	261.56	45.24-	216.32
100-55200-341-000	98.18	.00	98.18
200-2120	.00	190.01-	190.01-
200-55600-221-000	190.01	.00	190.01
205-2120	.00	21,253.58-	21,253.58-
205-55110-210-000	1,304.00	.00	1,304.00
205-55110-221-000	78.29	.00	78.29
205-55110-240-000	142.30	.00	142.30
205-55110-242-000	15,000.06	.00	15,000.06
205-55110-310-000	300.93	.00	300.93
205-55110-344-000	4,403.00	.00	4,403.00
205-55110-391-000	25.00	.00	25.00
305-2120	.00	9,406.79-	9,406.79-
305-51410-210-000	150.00	.00	150.00
305-56700-242-000	56.79	.00	56.79
305-56700-725-000	9,200.00	.00	9,200.00
310-2120	.00	150.00-	150.00-
310-51410-210-000	150.00	.00	150.00
315-2120	.00	609.88-	609.88-
315-56700-242-000	609.88	.00	609.88
400-2120	.00	103,853.19-	103,853.19-
400-57140-825-101	1,929.90	.00	1,929.90
400-57220-811-103	3,155.50	.00	3,155.50
400-57220-811-104	3,155.50	.00	3,155.50
400-57220-812-104	17,656.32	.00	17,656.32
400-57220-813-101	187.86	.00	187.86
400-57610-825-102	566.89	.00	566.89
400-57620-826-000	111.00	.00	111.00
400-57620-827-112	77,090.22	.00	77,090.22
600-2120	.00	4,654.12-	4,654.12-
600-53610-210-000	277.25	.00	277.25
600-53610-310-000	97.22	.00	97.22
600-53610-311-000	153.46	.00	153.46
600-53615-220-000	599.07	.00	599.07
600-53615-341-000	89.11	.00	89.11
600-53616-241-000	59.58	.00	59.58
600-53616-242-000	89.26	.00	89.26
600-53616-340-000	4.55	.00	4.55
600-53616-341-000	178.23	.00	178.23
600-53710-210-000	272.00	.00	272.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
600-53710-310-000	97.22	.00	97.22
600-53710-311-000	153.46	.00	153.46
600-53710-341-000	178.23	.00	178.23
600-53716-220-000	1,603.83	.00	1,603.83
600-53716-242-000	44.77	.00	44.77
600-53716-340-000	99.88	.00	99.88
600-53717-340-000	406.00	.00	406.00
600-53718-241-000	59.57	.00	59.57
600-53718-340-000	102.32	.00	102.32
600-53718-341-000	89.11	.00	89.11
605-2120	.00	746.84-	746.84-
605-53440-210-000	74.00	.00	74.00
605-53440-241-000	59.57	.00	59.57
605-53440-242-000	113.63	.00	113.63
605-53440-311-000	153.46	.00	153.46
605-53440-340-000	78.84	.00	78.84
605-53440-341-000	267.34	.00	267.34
610-2120	.00	46,209.50-	46,209.50-
610-53620-212-000	20,637.00	.00	20,637.00
610-53620-213-000	13,888.50	.00	13,888.50
610-53620-340-000	55.00	.00	55.00
610-53620-810-000	11,629.00	.00	11,629.00
Grand Totals:	264,285.90	264,285.90-	.00

Report Criteria:
Report type: GL detail

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
10/26/2019	CDPT	11/01/2019	75600	WIAFSCME COUNCIL 32	7	43.29
10/26/2019	CDPT	11/01/2019	75601	WI SCTF	5	207.69
10/26/2019	CDPT	11/01/2019	75602	WPPA TREASURER	6	504.00

PAYROLL RELATED

\$754.98



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Andrew Bremer, Comm & Eco Dev Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding contracted Building Inspection Services.

PREVIOUS ACTION:

The Personnel Committee reviewed this issue at its meeting on November 4, 2019 and is recommending contracting out building inspection services.

ISSUE SUMMARY:

Since February of this year the Village has contracted out for building inspection services with General Engineering. This contract was initially for 6 months expiring in July but was extended this Summer through January of 2020. The reason for contracting out initially was due to a failed recruitment to find a replacement for our employed inspector that retired in January of 2019. We were not able to identify a candidate that was able to meet the requirements for the position. The contracted method thus far has worked very well in the first year and been very responsive to the needs we have in the Department. The Director has also since retired and her replacement is evaluating how best to use them going forward as a means to manage the costs for the service against our needs. A market analysis showed another revealing fact about this position and its evolution, roughly half of the communities contacted for that survey are already contracting out for this service. Furthermore, for those that have an employee they are paying generally in a range that is approximately two grades higher than what we presently offer. As a result of this information and our experience to date to fill the position, Staff is recommending the position be contracted out over a longer duration and a new agreement authorized to formalize this relationship.

FINANCIAL/BUDGET IMPACT:

We currently expend on average \$9,000 a month on contracted building inspection services which would amount to a total estimated cost of \$108,000. The 2020 Budget was presented with a proposed funding of a two grade adjustment for the inspector position which with all benefits included would amount to a cost of \$102,500. The contracted method still demonstrates a higher cost based on this analysis but only at a variance of around 5% that could be further reduced through scheduling and/or contract negotiations. If approved, Staff will shift these costs from Personal Services to Contractual Services within the budget in a cost neutral



approach. Meaning the same amount that was initially proposed will be transferred so as not to affect the bottom line.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

It is recommended to approve transitioning to contracted building inspection services. If approved, Staff will work with the vendor to prepare a new contract that will be presented for approval at a future meeting once prepared.

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and possible action on Ordinance 2019-22: An Ordinance amending the retention schedule for public records

PREVIOUS ACTION:

ISSUE SUMMARY:

Goal B6 of the 2019-2020 Village Board goals identifies the injection and incorporation of technology to improve the efficiency of day to day operations. The first action step identified in that goal is to update the records retention policy and procedures. Chapter 2, Article IX of the Village Code of Ordinances outlines the Village process and procedures for public records. The current Village ordinance is fairly vague, and does not provide enough specific guidance on the retention of records.

The Public Records Board has the authority by State Statute 16.61(3)(e) to provide minimum retention periods for records. The PRB has approved and provided retention schedules to local governments and state government for many years. Adopting these schedules has many benefits including:

1. Village Staff is provided very specific guidance on the retention of records. This provides detail on when records can be destroyed, and it also provides Village staff guidance on records that should never be destroyed and must be maintained.

2. By officially adopting these record retention schedules, the Village no longer needs to notify the State Historical Society when its destroying records that have been previously waived.

Adopting these schedules is the first step in creating an organized efficient records management system.

One additional item of note. The PRB has not yet addressed the retention period for body cam videos. The Village will be filing separate paperwork to request a retention period of 121 days be accepted by the PRB. Several municipalities have already completed similar requests.



FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of updates to the Village records retention ordinance and officially adopting the records retention schedules approved by the Public Records board.

ATTACHMENTS:

1. 2019-22 Record Retention Schedule
2. Redline - Updated Record Ordinance
3. General Records Schedule - WI Municipal Records - 08.27.18
4. General Records Schedule - Payroll & Related Records - 08.22.11
5. General Records Schedule - Payroll & Related Records - 08.22.11
6. General Records Schedule - Library Systems & Related Records - 06.12.17
7. County Records Schedule - Squad Cameras

ORDINANCE 2019-22

AN ORDINANCE AMENDING THE RETENTION SCHEDULE FOR PUBLIC RECORDS

Purpose: To amend the Municipal Code regarding the retention schedule for public records.

Sponsor: Village Clerk-Treasurer Cassandra Suettinger

Recommended Referral: Village Staff

Public Hearing: Not Required

WHEREAS, the Village Board of the Village of McFarland has previously adopted a retention schedule for the preservation of public records; and,

WHEREAS, Village staff has recommended that the McFarland Municipal Code be updated to reflect a new record retention schedule set forth by the Wisconsin Public Records Board, to provide for the preservation of records through electronic means, and to revise other provisions of the Code concerning the preservation of public records; and,

WHEREAS, the Village Board accepts the recommendations of Village staff and finds that it is in the public interest to approve the requested changes to the McFarland Municipal Code.

NOW, THEREFORE, the Village Board of the Village of McFarland, does ordain as follows:

1. Section 2-872 (c) of the McFarland Municipal Code is amended to read:

(c) *Legal Custodian*. That officer, department head, division head, or employee of the Village designated under Section 2-874 or otherwise responsible by law to keep and preserve any Village records or file, deposit or keep such records in their office, or is lawfully in possession or entitled to possession of such public records and who is required to respond to requests for access to such records.

2. Section 2-878 of the McFarland Municipal Code is amended to read:

Sec. 2-878. – Retention Periods.

(a) State Records Schedules Adopted. The following schedules approved by the State of Wisconsin Public Records Board (“Records Board”) are adopted:

- (1) General Records Schedule- Wisconsin Municipal and Related Records.

- (2) General Records Schedule- Payroll & Related Records.
- (3) General Records Schedule- Human Resources and Related Records.
- (4) General Records Schedule- Wisconsin's Public Libraries and Public Library Systems and Related Records.
- (5) Records Series Title Patrol Division- Squad Car Video Recordings, from the County Records Retention/Disposition Schedule.
- (6) Those provisions of the records retention regulations set forth by the Public Service Commission of Wisconsin, and approved by the Records Board, to the extent said regulations apply to Village records.
- (7) Any future amendments to the above schedules approved by the Records Board.

(b) Records for which a retention period is not provided for in this Section shall be retained at least seven years unless a different retention period is approved by the Records Board or established by other applicable law or regulation, in which case the different retention period shall apply.

(c) At least 60 days' notice shall be given the State Historical Society prior to the destruction of any record as provided by Wis. Stats. § 19.21(4)(a), unless notice has been waived by the State Historical Society.

3. Section 2-879 of the McFarland Municipal Code is amended to read:

Sec. 2-879. – Preservation of Records.

Legal custodians may, subject to the approval of the Village Clerk-Treasurer, maintain and preserve public records by electronic or other approved formatting. Such records shall meet the applicable standards set forth under Wis. Stats. §§16.61(7) and 16.612, and Wis. Admin. Code Adm 12. Such records shall be preserved along with other files of the legal custodian and shall be open to public inspection and copying according to the provisions of state law and of Sections 2-875 through 2-877.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the ____ day of _____, 2019.

APPROVED:

ORDINANCE 2019 – 22	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian -	Kryzenske -
Brassington -	Lytle -
Czebotar -	Utter -
Kolk -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

(c) —Legal Custodian. That officer, department head, division head, or employee of the Village designated under Section 2-874 or otherwise responsible by law to keep and preserve any Village records or file, deposit or keep such records in their office, or is lawfully in possession or entitled to possession of such public records and who is required ~~by this Section~~ to respond to requests for access to such records.

Sec. 2-878. ~~—Destruction of records—~~ Retention Periods.

- (a) ~~Village officers may destroy the following nonutility financial records of which they are the legal custodians and which are considered obsolete, after completion of any required audit by the Department of Revenue or an auditor licensed under the Wis. Stats. Ch. 442, but not less than seven years after payment or receipt of any sum involved in that particular transaction, unless a shorter period has been fixed by the Wisconsin Public Records Board pursuant to Wis. Stats. § 16.61(3)(e), and then after such shorter period:~~
- ~~(1) Bank statements, deposit books, slips and stubs.~~
 - ~~(2) Bonds and coupons after maturity.~~
 - ~~(3) Canceled checks, duplicates and check stubs.~~
 - ~~(4) License and permit applications, stubs and duplicates.~~
 - ~~(5) Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Fund.~~
 - ~~(6) Receipt forms.~~
 - ~~(7) Special assessment records.~~
 - ~~(8) Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.~~
- (b) ~~Village officers may destroy the following utility records of which they are the legal custodians and which are considered obsolete after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Wis. Stats. Ch. 442, subject to Wisconsin Public Service Commission regulations, but not less than seven years after the record was effective unless a shorter period has been fixed by the Wisconsin Public Records Board pursuant to Wis. Stats. § 16.61(3)(e), and then after such a shorter period, except that water stubs, receipts of current billings and customers' ledgers may be destroyed not less than two years after payment or receipt of the sum involved or the effective date of said record.~~
- ~~(1) Contracts and papers relating thereto.~~
 - ~~(2) Excavation permits.~~
 - ~~(3) Inspection records.~~
- (c) ~~Village officers may destroy the following records of which they are the legal custodian and which are considered obsolete, but not less than seven years after the record was effective unless another period has been set by statute, and then after such a period, or unless a shorter period has been fixed by the Wisconsin Public Records Board pursuant to Wis. Stats. § 16.61(3)(e), and then after such a shorter period:~~
- ~~(1) Contracts and papers relating thereto.~~
 - ~~(2) Correspondence and communications.~~
 - ~~(3) Financial reports other than annual financial reports.~~
 - ~~(4) Municipal court dockets.~~
 - ~~(5) Oaths of office.~~

- ~~(6) Reports of authorities, boards, commissions, committees and officials duplicated in the Village Board proceedings.~~
- ~~(7) Election notices and proofs of publication.~~
- ~~(8) Canceled voter registration cards.~~
- ~~(9) Official bonds.~~
- ~~(10) Police records other than investigative records.~~
- ~~(11) Resolutions and petitions, providing the text of the same appears in the official Village minutes.~~
- ~~(d) Notwithstanding the above provisions appearing in this Section, it is intended hereby that election materials may be destroyed according to lesser time schedules as made and provided in Wis. Stats. § 7.23.~~

(a) (e) Unless notice is waived by the State Historical Society, at State Records Schedules Adopted. The following schedules approved by the State of Wisconsin Public Records Board ("Records Board") are adopted:

- (1) General Records Schedule- Wisconsin Municipal and Related Records.
- (2) General Records Schedule- Payroll & Related Records.
- (3) General Records Schedule- Human Resources and Related Records.
- (4) General Records Schedule- Wisconsin's Public Libraries and Public Library Systems and Related Records, approved by the Records Board..
- (5) Records Series Title Patrol Division- Squad Car Video Recordings, from the County Records Retention/Disposition Schedule.
- (6) Those provisions of the records retention regulations set forth by the Public Service Commission of Wisconsin, and approved by the Records Board, to the extent said regulations apply to Village records.
- (7) Any future amendments to the above schedules approved by the Records Board

(b) Records for which a retention period is not provided for in this Section shall be retained at least seven years unless a different retention period is approved by the Records Board or established by other applicable law or regulation, in which case the different retention period shall apply.

(c) At least 60 days' notice shall be given the State Historical Society prior to the destruction of any record as provided by Wis. Stats. § 19.21(4)(a-), unless notice has been waived by the State Historical Society.

~~(f) Any tape recordings of a governmental meeting of the Village may be destroyed, erased or reused no sooner than 90 days after the minutes of the meeting have been approved and posted/published, if the purpose of the recording was to make minutes of the meeting.~~

Sec. 2-879. -- Preservation through microfilm of Records.

~~Any Village officer or the director of any department or division of the Village government~~
Legal custodians may, subject to the approval of the Village Clerk-Treasurer, keep/maintain and preserve public records ~~in their possession by means of microfilm~~electronic or

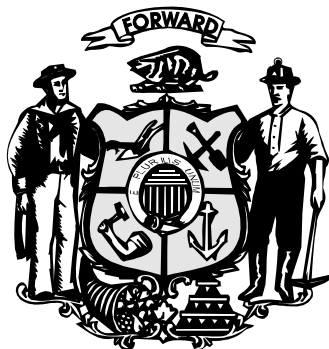
other ~~photographic reproduction method approved formatting.~~ Such records shall meet the ~~applicable~~ standards ~~for photographic reproduction set forth in~~ under Wis. Stats. §§16.61(7)(a)) and 16.612, and (b), ~~and shall be considered original records for all purposes.~~ Wis. Admin. Code Adm 12. Such records shall be preserved along with other files of the ~~department or division~~ legal custodian and shall be open to public inspection and copying according to the provisions of state law and of Sections 2-875— through 2-877.

General Records Schedule

Wisconsin Municipal and Related Records

Approved by the Public Records Board:

August 27, 2018



Expiration: August 27, 2028

For use by all units of Wisconsin Government at the Municipal level

Wisconsin Municipal Records Schedule

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Introduction:

Records are a basic tool of transacting business on behalf of all local government units. They are the foundation for government accountability. Records management is regulated by Wisconsin state law, and accordingly, the Wisconsin Municipal Records Schedule (WMRS), upon adoption, provides legal authorization to dispose of records on a regularly scheduled basis. The schedule serves as a mechanism for consistent retention and disposition of similar types of records across all municipal governments and provides assurance of accountability to the public.

The schedule was developed following guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitates cost-effective management of records commonly found in municipal governments.

Wisconsin Statute § 19.21(1) defines public records as “all property and things received from the officer’s predecessor or other persons and required by law to be filed, deposited, or kept in the officer’s office, or which are in the lawful possession or control of the officer or the officer’s deputies.” Records are defined by Wisconsin Statute § 19.32(2) as “any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority.” Public records are also defined as being “all books, papers, maps, photographs, films, recordings, optical discs, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business” (Wis. Stat. § 16.61(2)(b)).

I. Applicability:

This record schedule is available for adoption by all Wisconsin municipal governments. Most municipalities do not create or receive all of the records listed within the WMRS. The inclusion of a schedule in the WMRS does not mean that a local government is responsible for creating those records. Rather, it provides guidance for records that are actually created or received by your particular unit.

Records retention guidelines apply regardless of record format. Records covered by the WMRS may be retained in electronic, paper, or other formats. The schedule applies to all records: born digital (including those created or transmitted via e-mail), data contained in database systems, tapes/cartridges and other types of electronic records and information systems maintained by agencies. Municipalities must also meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

II. Purpose:

Record schedules are intended to be used by records creators as a tool to SIMPLIFY their records management responsibilities, not to make them more complex. It is the intention of the WMRS to streamline municipal records management by:

- Providing clear and uniform guidance for the retention and disposition of records common to most municipal governments;
- Eliminating the need for individual municipalities to develop and obtain Wisconsin Public Records Board approval of records retention/disposition schedules;
- Facilitating uniformity in the retention and disposition of records across all municipalities; and
- Promoting the cost-effective management of municipal records.

III. Implementation:

The WMRS is a schedule that municipalities MAY adopt to manage their records. Municipalities ARE NOT required to adopt the schedule for use. The WMRS does not replace the ability of municipalities to create and adopt records schedules through the creation of ordinances. See Additional Options below for more information.

To adopt the Schedule:

- Submit the [Notification of General Schedules Adoption](#) (PRB-002) form to:
State Archivist
Wisconsin Historical Society
816 State St.
Madison, WI 53706
- The Wisconsin Public Records Board (PRB) will acknowledge your Notification of Adoption by returning a signed copy of the adoption to the municipality.
- After confirmation of PRB approval, municipalities should enact an ordinance adopting the WMRS as their official schedule.

Municipalities are expected to supersede any previously approved, unique, ordinances which cover records included in the adopted Municipal Schedule. Retain any approved schedules in existing ordinances for records that ARE NOT covered by the Municipal Schedule.

Additional Options:

Wis. Stat. § 19.21(4) provides municipalities with the authority to schedule the retention of public records by creating ordinances. Municipalities that choose not to adopt the WMRS are encouraged to use the retention periods provided in the WMRS when creating their own schedules. Any municipality that decides to draft their own schedule must submit that schedule for approval to

the PRB before adopting it as an ordinance. Upon PRB approval, the schedule can be adopted for use by enacting an ordinance. Municipalities may also adopt other [General Records Schedules](#) provided by the PRB.

Municipalities also have the option of adopting separate Records Disposition Authorizations (RDAs) for records that are created specifically by that unit of government. Consult the PRB for more information about the RDA creation process.

IV. Using the Schedule:

The WMRS is arranged in five different sections covering the record series created by municipal governments. Some sections are broken down into subsections to provide easier reference. The following is an example of the format used in each section and an explanation of the information found in each column.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Subsection				

- Record Series Title – Descriptive title of the record series. This is a basic title, not necessarily universally used by all municipalities.
- Series Description – Brief overview of the records that are included in the record series.
 - If a specific statute or legal source defines a retention period for the records it is identified in this field.
- Retention – Indicates the minimum time period a record series must be maintained and a description of what initiates the start of the retention clock.
 - **Creation:** Is used when the creation of the record initiates the retention time period. (*Example:* If a RDA existed for ABC Annual Reports, the event might be written as *Creation+ 3 years* meaning an ABC Annual Report must be retained for three years after it is created.)
 - **Fiscal:** Is used if the retention time period is initiated by the end of a fiscal year. (*Example:* RDAs that exist for annual budgets might be written as *Fiscal+ 6 years* meaning a budget would have to be retained for six years after the end of that fiscal year.)
 - **Event:** Is used if a specific event other than Creation or Fiscal initiates the retention time period. (*Example:* A RDA that exists for a housing relocation program has the event written as *Event+ 5 years; Event=Approval Letter for Relocation Plan*". In this scenario, it means all records associated with this RDA have to be retained for five years after the official letter was sent by the state to approve the relocation plan.)

- **Permanent:** Is used if the records need to be maintained permanently by the creating municipality. See the [Guidelines for the Permanent Retention of Records](#).
- General references on retention periods for municipal records are found in Wis. Stat. § 19.21(4)(b), Wis. Stat. § 19.21(6), or Wis. Stat. § 19.21(8).
- **Confidential** – Indicates whether or not records contain information that is required by statute to be kept confidential. See Section V of this guide for more information on confidential records.
- **WHS Notification** – Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. This field indicates if notification to the Wisconsin Historical Society is required before records can be destroyed. Column will either state NOTIFY or WAIVED.
 - **Waived:** The Wisconsin Historical Society has determined the record series has low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records without notification once they reach their required retention period.
 - **Notify:** You are required to send written notification to the Wisconsin Historical Society before destruction. Please contact the Wisconsin Historical Society with questions on how to properly notify on the destruction of public records.
 - **N/A:** indicates that the retention is permanent.

Final Disposition:

Municipal records, which have met the retention time outlined in the WMRS, have only two dispositions: Destroy or transfer to the Wisconsin Historical Society. Records that are held beyond their retention period but are not destroyed are still subject to all public records laws.

- **Destruction:** Records identified as “waived” in this schedule may be destroyed without notifying the Wisconsin Historical Society. Local units should dispose of all public records in a manner that ensures they are completely destroyed.
 - If records contain confidential information, or “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5) including, but not limited to names, addresses, social security numbers, and banking information it must be destroyed confidentially. This means that these records must be disposed of in a way that renders them unreadable and unable to be reconstructed. Typically, this can be achieved by cross cut shredding or pulping. Many organizations disposing of confidential information choose to hire a vendor to handle the process.
 - **Note on records older than 75 years:** the waived designation does not apply. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.
- **Transfer:** Records identified as “notify” must be offered, in writing, to the Wisconsin Historical Society. Per Wis. Stat. § 19.23(2), the Wisconsin Historical Society assumes title control and public records responsibility of all transferred records. Obsolete municipal records may not be transferred to local historical societies or other repositories because the statutes do not specify other institutions can hold title to public records. Only the records creators and the Wisconsin Historical Society are identified in statutes as being official holders of title.

- Permanent: Records identified as “permanent” have been identified as containing significant historical information and long term business value. Therefore municipalities are responsible for ensuring the long-term preservation of these records. The Wisconsin Historical Society will, in certain circumstances, accept “permanent” records for transfer if the municipality is unable to maintain these records.

Records that have passed their retention period should not be destroyed if any of the following conditions apply:

- Records are required for financial or performance audits either currently underway or known to be planned.
- Records are subject to a “legal hold” because they may be relevant to an existing, pending, or anticipated legal proceeding.
- A related open records request has been received and not completed, or statutorily required time periods have expired.

V. Confidential Records and Personally Identifiable Information (PII)

Confidential Records:

Some records series may contain confidential or restricted access records. The WMRS identifies any record series containing information required by Wisconsin Statute, administrative rule, or other legal authority to be kept confidential or protected from public access. The confidential column is marked “yes” if ANY records in the series may contain confidential information.

Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law.

When an individual or an individual’s representative makes an open records request for records containing personally identifiable information about that individual, there is no balancing test, but the disclosure exceptions under Wis. Stat. §19.35(1)(am), must be considered. Wis. Stat. §19.35(1)(am) exceptions include:

- endangering an individual’s life or safety;
- endangering the security of a prison, including the security of the population or staff;
- identifying a confidential informant; and
- records collected or maintained in connection with complaints, investigations, or other circumstances that may lead to various administrative or court proceedings.

It is strongly recommended that local governments consult with legal counsel when responding to an open records request. Additional resources on open records requests can be found by visiting the Wisconsin Department of Justice, [Office of Open Government’s website](#).

Personally Identifiable Information (PII):

Wisconsin law defines Personally Identifiable Information (PII) as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5)). The municipal unit is responsible for evaluating their record series to determine if PII is included. The inclusion of PII does not automatically restrict records, nor does it make them confidential. The confidential column is only marked “yes” in cases where specific statutes restrict access.

VI. Additional Schedules:

Municipal governments should be aware that there are additional schedules that apply to public records. All Wisconsin municipalities have the option of adopting any of the General Records Schedules that have been approved by the PRB. These schedules may cover additional record series not found in the WMRS. In some cases, the WMRS points to the General Schedules for covering some specific records series (such as personnel records). The complete list of approved general records schedules can be found on the [Public Records Board website](#).

Municipalities should also be aware that there are two separate General Records Schedules for the following:

- [Wisconsin School Districts](#)
- [Wisconsin Public Libraries and Library Systems](#)

In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in “[Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities](#).”

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in SCR 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

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Administrative Records

Requirements Specific to Administrative Records

The Administrative Records section is organized by the following subsections:

- Administration (general)
- Common Council/Village Board/Town Board
- Emergency Planning
- Human Resources/Personnel
- Legal
- Licenses and Permits
- Municipal Land Ownership
- Municipal Vehicles
- Payroll
- Real Property Titles

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Administrative Records General Schedule](#)
- [Fleet and Aircraft Management Records](#)
- [Human Resources and Related General Schedule](#)
- [Payroll & Related General Schedule](#)

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in Supreme Court Rule 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Administration Records (general)				
Appointment Files	Materials documenting appointments and nominations to boards, task forces, councils, or other bodies. May include applications; cover sheets, letters of recommendation, resumes, and correspondence.	Event+2 years; Event=End of term	No	Notify
Appointment Files (not selected)	Unsuccessful appointments and nominations to boards, task forces, councils, or other bodies.	Event+1 year; Event=Position filled	No	Waive
Committee Records and Minutes (Excluding Common Council and Zoning Board)	Records of committees, boards, councils, and commissions, other than Common Council. Includes meeting minutes, agenda packets, reports, and resolutions. See Common Council section for retention of Common Council Minutes. See schedule for Zoning Board Records in Public Works Section.	Creation+7 years	No	Notify
Complaints (External)	File related to complaints regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements.	Event+2 years; Event=Complaint resolution, dismissal or end of litigation	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Contracts and Agreements	Any contracts or agreements to which the municipality is a party.	Event+6; Event=End date or cancellation of contract	No	Waive
Correspondence (Senior Level or Elected Official)	Business-related correspondence (paper and electronic) of senior level staff and elected officials.	Event+6 months; Event=Separation from position/end of term Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Notify
Correspondence (General Staff)	Business-related correspondence (paper and electronic) of non-appointed general staff.	Event+1 year; Event=Creation or receipt Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Waive

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Grants	Records relating to grant-funded projects where the agency is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds, or denial.	Event+4 years; Event=Date of final report or notification of denial	No	Waive
House Number and Address Change File	Provides official control and reference source for city addresses.	Permanent	No	N/A
Internal Policies and Procedures	Established departmental policies and procedures. Note: May also be called administrative practices or directives or executive directives.	Event+7 years; Event=Date the policy/procedure is superseded or made obsolete	No	Waive
Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	Agreements between government units. Sometimes define agreements between a large government unit's separate divisions or bureaus.	Event+4 years; Event=Ending date of the MOU or SLA.	No	Waive
Notice of Removal of Human Corpse	Form for the removal of a human corpse if death occurs in a hospital, nursing home, or under hospice care at any location.	Event+2 months; Event=Date of death	No	Waive

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Oath of Office	Elected or appointed municipal officers may be required to take, and file in writing, an official oath within ten days after receiving notice of election or appointment.	Event+5 years; Event=End of term	No	Waive
Open Records Requests and Responses	Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions of the Wis. Stats. §§ 19.35-19.37.	Event+3 years; Event=Response provided	No	Waive
Organizational Chart	Repository of the official organizational structure of offices.	Event; Event=Superseded	No	Waive
Organizational Planning	Includes division and unit strategic business and operational planning files such as, but not limited to, final plan and significant work papers.	Event+7 years; Event=Completion of plan	No	Notify
Petitions	Petitions submitted to municipalities for improvements or changes to existing municipal services/structures.	Event+7 years; Event=Petition approved or denied	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Press/News Releases	Information about municipality programs and events.	Creation+3 years	No	Notify
Proclamations	Proclamations issued by the mayor, commissioner, or elected executive on behalf of the municipality.	Event+1 year; Event=End of elected representative's final term	No	Notify
Reports (Annual)	Annual reports produced by all departments and programs.	Event+7 years; Event=Date of issue	No	Notify
Reports (Monthly)	Monthly reports of divisions/committees.	Creation+3 years	No	Waive
Subject Files (Senior Level or Elected Official)	Subject files (paper and electronic) of senior level staff such as department heads and elected officials.	Event+6 months; Event=Separation from position/end of term	No	Notify

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Common Council/Village Board/Town Board				
Affidavits of Publication	Records providing proof of publication for legal notices as required by law. (Note: See Wis. Stat. § 985.12 for more information on proof of publication).	Event+7 years; Event=Date of publication	No	Waive
Audio Tapes	Recordings of meetings used to produce minutes. Authority provided by Wis. Stat. § 19.21(7).	Event+90 days; Event=Date the minutes have been approved and published	No	Waive
Minutes (Common Council)	Official minutes of the Common Council/Village Board/Town Board.	Permanent	No	N/A
Ordinances	Official ordinances and any ordinance books kept by municipalities.	Permanent	No	N/A
Resolutions	Official records pertaining to resolutions passed by municipalities.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Emergency Planning¹				
Continuity of Government Operational Plan and Documentation	Agency official plan and documentation of the Continuity of Operations Plan/Continuity of government plan.	Event; Event=superseded by revised plan	No	Waive
Critical Incident Management Plans	Critical incident management plans, local site security plans, local emergency action plans, life safety, and other similar documents.	Event+3 years; Event=superseded by revised plan	No	Waive
Disaster Recovery Records	Records created during the disaster recovery process.	Event+3 years; Event=Date recovery effort is complete ²	No	Waive
Human Resources/Personnel				
Grievance Case File	Records of grievances filed by employees.	Event+7 years; Event=Date grievance is closed	Yes ³	Waive

¹ No specific statutes restrict the records in this series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to release.

² Note: When Federal Grant money is involved, the retention is 3 years from the date of the final Financial Services Report.

³ No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Personnel Files	Documents employee personnel actions during the employment of the employee. Applies to ALL employees.	Event+7 years; Event=End of employment/service	No ⁴	Waive
Legal				
Attorney Opinions	Municipal attorney opinions given to answer specific questions regarding the interpretation and application of statutes and ordinances, or other legal matters.	Permanent	No ⁵	N/A
Case Files	Files include, but are not limited to, pleadings and legal arguments, evidence, research, orders, legal summons and subpoenas issued. ⁶	Event+7 years; Event=Close of case	No ⁷	Notify on historically significant cases only ⁸

⁴ No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

⁵ Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

⁶ Records may contain the client file with information pertaining to expenses, attorney notes, medical records, government agency filings, discovery such as requests for production of documents, deposition transcripts, and evidence.

⁷ Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

⁸ Historically significant case files include those that have established legal precedents; cases that received widespread attention from the public and news media; and cases recognized for their uniqueness. Examples of such cases include, but are not limited to, major civil rights cases, major labor relations cases, major environmental cases, cases dealing tribal governments and treaty rights, major cases with constitutional implications, and cases related to major prosecutions of public officials.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Licenses and Permits				
License Applications	Includes license applications (approved and unapproved) and license stubs. Includes all non-alcohol related licenses including, but not limited to, non-intoxicating beverages, soda water beverages, food handling and sales, mobile home park licenses, restaurant, retail dairy products, pet, and animals. Also includes permits for the excavation of streets by private utility companies.	Creation+3 years	No	Waived
Liquor and Beer Licenses	Includes license applications (approved and unapproved) and license stubs. Authority provided by Wis. Stat. § 125.04(3)(i).	Creation+4 years	No	Waived
Permits	Permits for public space usage. Includes, but not limited to, burning, street usage, and parking permits. NOTE: See Public Works Section for retention of building permits.	Creation+5 years	No	Waived
Permits (septic tanks)	Permit for a septic tank. The permit records the location and ownership of the tank.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Municipal Land Ownership				
Land Titles, Conveyances and Easements	Documentation for municipal owned land. Also includes any legal rights granted to others that relate to municipal owned land.	Permanent	No	N/A
Sales of Facilities and/or Land (Case Files)	Includes appraisals and related valuations. Projects where a municipality plans or actually sells either facilities and/or land assets.	Event+6 years; Event=date of the completion of the transaction	No	Waived
Municipal Vehicles				
Motor Vehicle Control and Assignment Records	Documentation of agency motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs.	Event+1 year; Event=date the vehicle is disposed	No	Waived
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+1 year; Event=date the vehicle is disposed	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Vehicle Use Agreements	Agreements between individuals and municipalities required before driving a municipal owned vehicle.	Event+1 year; Event=termination of agreement or employment	No	Waived
Vehicle Inspection Reports	Inspections of municipal vehicles.	Event+1 years; Event=date the vehicle is disposed	No	Waive
Payroll⁹				
Employee Payroll & Benefit File	Includes various documents that are maintained throughout the employee's term of employment.	Event+7 years; Event=Employee retirement, transfer or termination	No	Waived
Monthly and Quarterly Payroll Reports	Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report, payroll summary; state's quarterly report of wages paid, and monthly memorandum report.	Event+5 years; Event=Report Issued (provided record has been audited)	No	Waived

⁹ No specific statutes restrict this record series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of information.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. Referred to on questions of back pay and income taxes.	Creation+4 years	No	Waived
Real Property Titles				
Title Documentation	Records documenting the title of land owned by the municipality including the abstract and certificate of title, opinions of title, and title insurance policies.	Permanent	No	N/A

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Cemetery Records

Requirements Specific to Cemetery Records

Municipalities and towns are required to assume ownership of abandoned private cemeteries. Cemeteries are considered abandoned if the cemetery association or other organization that once cared for the cemetery no longer exists and no legal owner can be found (Wis. Stat. § 157.115(1)).

- The municipality or town must care for the cemetery to the same standards as other municipal or town cemeteries.
- Six or more residents of your town or municipality may petition the circuit court to require that the town or municipality assume ownership or move any graves to another location.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Annual Report and Documentation	Includes the annual report to the cemetery board and the records needed to prepare the report. Authority provided by Wis. Stat. § 157.62(4).	Permanent	No	N/A
Care Funds	An accounting of amounts deposited in, amounts withdrawn from, other income accruing to, and the balance at the end of the reporting period of care funds of the cemetery, including the funds in Wis. Stat. § 157.11(9g)(a), Wis. Stat. § 157.12(3), and Wis. Stat. § 157.125. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Permanent	Yes Confidential per Wis. Stat. § 157.62(2)(c)	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Contract for Sale	Copy of each contract for the sale of a cemetery lot, mausoleum space, or cemetery merchandise. Authority provided by Wis. Stat. § 157.62(4).	Event=3 years; Event=After all of the obligations of the contract have been fulfilled	No	Waive
Grave Registration Records	Records that describe who is buried, the date of death, interment and location of the remains.	Permanent	No	N/A
Preneed Trust Funds	An accounting of amounts deposited in, amounts withdrawn from, income accruing to, and the balance at the close of the reporting period of any preneed trust funds of the cemetery. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Event+15 years; Event=Date of the deposit or withdrawal	Yes Confidential per Wis. Stat. § 157.62(2)(c)	Waive
Reburial of Human Remains	Includes records confirming an attempt to notify individuals specified in Wis. Stat. 157.112(3)(b)1.-4. when none of the individuals specified are available. Authority provided by Wis. Stat. § 157.112(3m).	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Report for Final Disposition	Report for final disposition completed by the funeral director or other person preparing the body for burial or other final disposition. The reports are filed with the local register, but may also be filed with the cemetery to serve as a record of interment. Authority provided by Wis. Stat. § 135.06(1)(a)(1).	Permanent	No	N/A

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Community Development/Public Services

Requirements Specific to Community Development/Public Services

The Community Development/Public Services section is organized by the following subsections:

- Housing Program
- Outreach
- Parks
- Public Transportation
- Sanitation

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Municipalities that have records pertaining to Public Health should use the County General Schedule to create ordinances to schedule those records.

The retention of public transportation surveillance recordings is covered by the schedule for [surveillance recordings](#) listed under the subsection Maintenance and Operations in the Public Works section.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Housing Program				
Program Files	Correspondence, breakdown of projects, HUD regulations, and supporting files.	Event+7 years; Event=Audit	No	Notify
Outreach				
Public Program Files	Outreach programs for municipality sponsored programs.	Event+7 years; Event=Superseded or end of program, whichever is first	No	Notify
Parks				
Park Master Plan	Master plans for parks and park systems. May include maps, drawings, photographs, and reports.	Superseded	No	Notify
Program Files	Records relating to programs, events, and activities.	Creation+3 years	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Reservation Requests, Rental Agreements, Use Permits, and Contracts	Permits, agreements, and contracts for the use of parks, shelters, and facilities.	Event+3 years; Event=Date of reservation	No	Waived
Supervisors Daily Report of Work Completed	Summarizes progress made on a particular job, noting the time required, employees assigned and vehicles used.	Creation+2 years	No	Waived
Public Transportation				
Accessible Boarding Reports	Reports documenting the accessibility of vehicles.	Creation+5 years	No	Waive
Americans with Disabilities Act (ADA) Customer Eligibility Files	Files determining the eligibility of customers for ADA transit programs.	Event+6 years; Event=Termination of service or participation by customer	Yes Patient health information may be protected by Wis. Stat. § 146.82	Waive
Bus Route Schedules and Timetables	Documentation of transit schedules, timetables, routes, and route history.	Event+3 years; Event=Superseded	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Dispatch Files	Boarding and alighting, extra board weekly projections and assignments, daily work schedules, and bid mark-ups.	Creation+7 years	No	Waive
Fare Information Files	Research, background, studies, and other materials used to determine fares.	Creation+7 years	No	Waive
Operation Reports	Daily, weekly, or other periodic reports summarizing transit system operations and ridership and lost and found reports.	Creation+3 years	No	Waive
Operator Assignment Records	Documentation of assignment of individual operators to routes and shifts.	Creation+3 years	No	Waive
Sanitation				
Composting Regulations	Documents pertaining to the disposal of yard waste.	Event+7 years; Event=superseded	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Curbside Recycling Program	Documentation of the curbside recycling program including policies, procedures, and administration of the program.	Event+7 years; Event=superseded	No	Waive
Drop Off Site/Recycling Yard Waste	Site operation files and records.	Creation+7 years	No	Waive
Household Hazardous Waste Collection Center	Records related to the collection and disposal of paints, corrosives, flammables, toxics, used motor oil, and car/truck batteries.	Creation+30 years	No	Waive
Landfill/Garbage Dump Sites	Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, and inspection reports.	Permanent	No	N/A

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Election Records

Requirements Specific to Election Records

Additional information regarding election records is available through the Wisconsin Election Commission. Municipalities are encouraged to review the [Election Administration Manual](#) available on the Wisconsin Elections Commission Website for more in-depth information about managing election related records. Retention times in this section that are not specifically stated in Wisconsin Statutes are taken from the *Election Administration Manual*.

- Federal Election records must be maintained for 22 months as specified in Wis. Stat. § 7.23(1)(f).
- Recounts or Pending Litigation are subject to a longer retention pending litigation or recounts as specified in Wis. Stat. § 7.23(2).
- All other material not described below are identified by Wis. Stat. § 7.23(1)(k) as having a retention period of 90 days after the election.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Ballots and Equipment				
Applications for Absentee Ballots (Federal Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election ¹⁰	No	Waived

¹⁰ All materials and documentation associated with a federal election must be retained at least 22 months after the election. Federal elections include those for the office of President of the U.S., U.S. Senator, and U.S. House of Representatives (Wis. Stat. § 7.23(1)(f)).

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Applications for Absentee Ballots (State, County, Local Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(k).	Event+90 days; Event=Election	No	Waived
Ballots (Federal Elections)	Federal election ballots. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election	No	Waived
Ballots (State, County, Local Elections)	State, county, local offices. Authority provided by Wis. Stat. § 7.23(1)(h).	Event+30 days; Event=Election	No	Waived
Ballots (Unused and related Materials)	Only applies to unused ballots and materials. Authority provided by Wis. Stat. § 7.23(1)(a).	Event+3 business days; Event=Completion of all election canvasses ¹¹	No	Waived

¹¹ Materials must be retained in event a petition for recount has been filed.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Detachable Recording Units	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+21 days; Event=Election ¹²	No	Waived
Detachable Recording Units (Primary Elections)	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+14 days; Event=Election ¹³	No	Waived
Campaign				
Campaign Finance Reports	Financial disclosure reports filed by candidates during election campaigns. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=date of receipt	No	Waived

¹² Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

¹³ Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Campaign Registration Statements	Statements filed by candidates for public office. Includes Notification of Non-candidacy for reelection forms. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=termination issued by the registrant	No	Waived
Reports and Lists				
Official Canvassers Statements	Prepared statement showing the results of each election. Authority provided by Wis. Stat. § 7.23(1)(i).	Event+10 years; Event=election	No	Waived
Election Notices	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event+1 year; Event=Election	No	Waived
Election Notices (Federal Elections)	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event=22 months; Event=Election	No	Waived
Election Voting and Registration Statistics Reports	Reports filed by municipal clerks on registration, voting, and absentee voting. Authority provided by Wis. Stat. §§ 6.275-6.276.	Event+22 months; Event=Election	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Ineligible Elector Registrations	Elector registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted. Authority provided by Wis. Stat. § 7.23(1)(c).	Event+4 years; Event=When deemed ineligible	No	Waived
Poll (Voter) Lists	List compiled by election officials on election day showing the names and addresses of electors who actually cast votes in an election defined in Wis. Stat. § 5.02(14). Authority provided by Wis. Stat. § 7.23(1)(e).	Event+22 months; Event=Election	No	Waived

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Finance Records

Requirements Specific to Finance Records

The Finance section is organized by the following subsections:

- Budget
- Fiscal
- Purchasing

Municipalities are encouraged to adopt the following general schedules in instances where this schedule does not adequately provide coverage for all types of records that could be created:

- [Budget and Related General Record Schedule](#)
- [Fiscal & Accounting Related Records General Schedule](#)
- [Purchasing & Procurement General Schedule](#)

Note: Records in this series may contain confidential or restricted information. Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law. Please consult [Section V: Confidential Records and Personally Identifiable Information \(PII\)](#) of the Introduction for more information on this topic.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Budget				
Approved Annual Operating Budget	Records related to establishing the base level agency annual operating budget each fiscal year.	Fiscal+6 years	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Audit Reports	Reports that evaluate the financial holdings of the municipality.	Event+3 years; Event=Final report issued	No	Waived
Budget Documents/ Development	Records include final budget requests (forms or their equivalents), justifications/analysis, policy papers, related correspondence, and requests for information.	Fiscal+6 years	No	Waived
Final Budget Submittal	The final budget document for the municipality.	Fiscal+6 years	No	Waived
Municipal Borrowing				
Bond Records	All records associated with municipal bonds. Also includes the bond register, bond payment register, and any certificates of destruction when the bond agent has been authorized to destroy cancelled bonds, coupons, and promissory notes.	Event+7 years; Event=Bond issue expires or following payment of all outstanding matured bonds/notes/coupons, whichever is later	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Payments and Receipts				
Bank Statements/ Reconciliations	Statements received from institutions holding the municipality's funds.	Creation+7 years	No	Waived
Cashbook	Overall record accounting for receipts and disbursements, usually for fiscal or calendar year.	Event+7 years; Event=Audit	No	Waived
Collection & Disbursement Reports	Reports showing the amounts collected, amounts retained by county/local government, and portion sent to state.	Event+3 years; Event=Transaction date	No	Waived
Credit Card Receipts or Information Received from Sales	Credit card receipts and related documentation associated with credit card transactions.	Event+3 years; Event=Transaction date	No	Waived
Financial support records	Records used in reconciling bank statements and verifying expenditures. Includes, but not limited to, credit/debit notices, cash reconciliations, and deposit stubs.	Event+1 year; Event=Audit	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Issued Checks	Checks issued by the municipality that are outstanding or have been cleared by the bank.	Creation+7 years	No	Waived
Purchasing				
Contract and Request for Bid /Proposal File	Records pertaining to the procurement of all commodities and services which may require a contract. This includes both successful and unsuccessful bids.	Event+6 years; Event=End date of resulting contract or cancellation date of contract or bid/proposal	Yes ¹⁴ Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5).	Waived
Vendor Performance Files	Documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts.	Event+6 years; Event=End of contract	No	Waived

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¹⁴ Some information may qualify for other legal protection such as copyright, patent, trademark or licensing. It is possible some vendors may identify information as confidential that is not actually protected by law.

Public Works

Requirements Specific to Public Works

Records in the Public Works section are arranged under the following subsections:

- Building Inspection
- Engineering
- Maintenance and Operations
- Planning and Zoning
- Utilities

The Public Works section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Facilities Management and Related Records](#)

Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility as 2 years. In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in "[Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.](#)"

Schedules specific to Police/First Responder records are not included in the WMRS. Consult the County General Schedule for records schedules for similar records which can be used as a basis for the creation of schedules and/or ordinances.

Surveillance recording schedule applies to municipally operated security footage for public buildings, street cameras, and public transportation. The schedule **does not apply** to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

Municipalities should have adequate and clear procedures in place that explain the proper handling and destruction of surveillance recordings. Clear communication with appropriate municipal personnel will help to ensure that the record is not destroyed prematurely and public requests and/or any legal or program needs are met in a timely manner.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Inspections				
Building Inspection Records	Summary of inspection history of a particular property. Records include original building permit, site plans, certificate of occupancy, conditional use documents, comprehensive design reviews, and violations for both residential and commercial structures. Also includes inspection of plumbing, electrical, ventilation, heating, and air conditioning.	Event+1 year; Event=Life of building	No	Waived
Building Plan Review and Inspection	Conditionally approved building plans, calculations, and correspondence. Authority provided by Wis. Admin. Code § SPS 361.60(5)(f)1.b. Note: applies to certified municipalities only (see Wis. Admin. Code § SPS 361.60(2)). ¹⁵	Event+4 years; Event=Construction completed	No	Waived

¹⁵ Note: Refer to Wis. Admin. Code § SPS 361.60(5) for detailed information on the specific types of buildings that first class, second class, and other municipalities are authorized by the Department of Safety and Professional Services to review. Prior to applying this schedule, the Municipality must review and take the steps outlined in Wis. Admin. Code § SPS 361.60.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Plans: Residential 1 and 2 Family Dwellings	Includes architectural, design specs, structural and utility plans submitted for inspection review. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)2.	Event+4 years; Event=Construction completed	No	Waived
Building Inspection: Residential 1 and 2 Family Dwellings	Applications forms, correction orders, correspondence and inspection records. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)3.	Event+ 7 years; Event=Construction completed	No	Waived
Code Compliance Inspection Reports	Reports completed during field investigations to determine if buildings and system installations comply with the specifications of appropriate codes.	Permanent	No	N/A
Engineering				
Airport Improvement Petition File	Material submitted to the Department of Transportation when a municipality wants to make an improvement to the airport. Records may include public hearing records, briefs, reports and recommendations, and correspondence.	Event+7; Event=p petition submitted to DOT	No	Waived
Airport Master Plan	The Airport Master Plan provides information about the condition of the airport and projects development for the next 20 years.	Event+20 years; Event=new plan issued	No	Notify

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Construction Plans: Final As-Built Projects	Final as-built plans and original drawings for public for buildings, streets, sewers, sidewalks, etc.	Event; Event=life of structure	No	Waived
Construction Plans: Final As-Built Projects (Historically Significant)	Use for historically significant projects.	Event; Event=life of structure	No	Notify
Environmental Assessment & Impact Statements	Official copies of environmental assessments, impact statements and related documentation related to municipal construction projects. ¹⁶	Event+6 years; Event=Termination of municipal ownership of the land	No	Notify
Maps: Construction and Topographical	May include maps covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks).	Permanent	No	N/A

¹⁶ May include: environmental assessment reports and drafts, environmental impact statements (draft and final), legal notices, comments from the public, DNR and others, related correspondence and supporting materials.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Project Records	All documents pertaining to a 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. Use for buildings, streets, sewers, sidewalks, etc.	Event+10 years; Event=Date project is completed	No	Waived
Project Records (Historically Significant)	Use for historically significant projects.	Event; Event=Life of structure	No	Notify
Maintenance and Operations				
American with Disabilities Act (ADA) Facility Reviews	Records cover ADA inspections, investigations, complaint investigations, facility logs and reports regarding ADA compliance relating to facilities and structures.	Event+6 years; Event=Close of review or audit	No	Waived
Asbestos and Hazardous Material and Environmental Remediation Case File	Project files on asbestos abatement and hazardous materials and environmental remediation projects at state owned buildings. ¹⁷	Event+30 years; Event=Completion of the project	Yes ¹⁸	Waived

¹⁷ OSHA 29CFR 1926.1101 governs asbestos abatement projects. The records include medical surveillance records for certain people who wear protective equipment performing asbestos abatement work.

¹⁸ Patient health care records in this series are confidential per Wis. Stat. § 146.82.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Maintenance: Equipment Repair and Service Records	Documents the installation, maintenance, service and history of equipment commonly used to maintain facilities.	Event+1 month; Event=Removal and disposal of equipment	No	Waived
Building Lease Files	Files on leased facilities.	Event+7 years; Event=End of lease	No	Waived
Maps	Series may document road locations or surfaces, zoning information, parks, flood plains, soils, or parcel boundaries. This record series may also include indexes to maps. ¹⁹	Permanent	No	N/A
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.	Creation+6 years	No	Waived

¹⁹ Copies of maps that are retained by local government offices after originals have been sent to other government units for retention may be destroyed 90 days after they have been transferred. An example of this are copies of certified survey maps created by local units and then sent to the county register of deeds office for retention under Wis. Stat. § 236.34(2).

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Profile and Grade Books	Documentation of landscape and features.	Permanent	No	N/A
State Highway Aids Program Records	Records of state aid pertaining to road maintenance.	Creation+7 years	No	Waived
Street and Sidewalk Operations File	Documentation of the performance of tasks related to street and sidewalk maintenance. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection.	Creation+7 years	No	Waived
Surveillance Recordings	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation. ²⁰	Event+120 days ²¹ Event=Date of recording (Note: Recordings may be subject to longer retention. See footnote for more information.) ²²	No	Waive

²⁰ The schedule does not apply to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

²¹ 120 days is the time within which a claim may be filed against a governmental body as defined in Wis. Stats. § 893.80.

²² Surveillance recordings that are required for any legal or programming purpose (such as open records requests, claims, case file, or litigation holds) must be retained in accordance with any applicable records schedules and/or have completed their legal or programming requirements.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Planning and Zoning				
Aerial Photographs	Aerial photographs used for planning and map creation.	Event; Event=Superseded	No	Notify
Annexation Records	Incorporation records such as petitions, hearing testimony and exhibits, court orders, notices, resolutions, and related correspondence. ²³	Permanent	No	N/A
Comprehensive Growth and Development Plan	Provides general goals, objectives, policies and implementation recommendations to guide the future growth and development of the city.	Event+14 years; Event=Superseded by new plan	No	Notify
Conditional Use Permits	Applications and related documents for a conditional use permit. Applications include site plan, appicate statement, and evidence evidence/documentation. This series may also include public hearing notice, reports, public hearing documentation, and decision.	Event+7 years; Event=termination of conditional use permit	No	Waived

²³ Records cover proposed incorporations of town areas into cities and villages pursuant to Wis. Stat. § 66.0201 - § 66.0209, and municipal consolidations of towns with cities and villages pursuant to Wis. Stat. § 66.0229.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Easements	Grants of easement to the municipality.	Permanent	No	N/A
Final Plats	A map showing the divisions of a piece of land, this series includes vacation or alterations of plats, annexation plats, and final subdivision plats.	Permanent	No	N/A
Preliminary Plats	Created during the development of subdivisions.	Event; Event=Superseded by final plat	No	Waived
Property Survey Records	Includes field notes, benchmark books, and section corner monument logs.	Permanent	No	N/A
Zoning Appeals, Approved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Zoning Appeals, Unapproved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Event+7 years; Event=Final appeal is closed	No	Notify
Zoning Board and Zoning Board of Appeals Meeting Material	Agendas, minutes, reports, plans, and other material submitted to the Zoning Board, and/or Zoning Board of Appeals.	Permanent	No	N/A
Zoning Ordinance	The text of the zoning ordinance spells out uniform rules that apply to each zoning district including: uses of the land (permitted, conditional and prohibited uses), dimensional standards (lot size, frontage, setbacks, building height, bulk, floor area), and the density of development. Authority provided by Wis. Stat. § 60.61.	Permanent	No	N/A
Zoning, Rezoning Files	May include, but is not limited to, maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A
Zoning Variance Files	Records related to area and use variances. Documentation submitted by landowners to secure a variance to the zoning ordinance.	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Utilities ²⁴				
Abandoned Mains and Services As-Built	Records may include final designs and location maps. Includes plans of private sewer and water systems.	Permanent	No	N/A
Excavation Plans of Private Utilities	Plans submitted by utilities needing to excavate to develop, expand, or repair utility lines.	Permanent	No	N/A
Inspections	Records documenting the inspection of water and sewer lines.	Permanent	No	N/A
Sewer Inspection Records	Indicates problems such as cracked or broken pipes, improper alignment, or loose lateral connections.	Event; Event=Superseded	No	Waived

²⁴ Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility is 2 years. Local governments should also consult the schedule set by the PSC for Municipal Utilities. A complete list of records and schedules is located in "Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities."

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Water and Sewer Main Break Records	A record documenting the history of breaks in water and sewer main lines.	Permanent	No	N/A
Water, Storm, and Sanitary Sewer Main Maps	Maps providing the location of water, storm, and sanitary sewer mains. Also provides information about the depth, slope, size and composition of these features.	Permanent	No	N/A

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Revenue Records

Requirements Specific to Revenue Records

Records in the Revenue section are arranged under the following subsections:

- Assessment
- Board of Review
- Special Assessment
- Tax Calculation and Collection

The Revenue section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Final real property assessment rolls have a retention period of 15 years and may be destroyed after that time has lapsed. However, Wis. Stat. § 59.52(4)(c)3 states that no assessment roll containing forest crop acreage may be destroyed without the prior approval of the secretary of the Department of Revenue. Municipalities should assume that assessment rolls from rural areas include forest crop acreage and that this provision applies to their assessment rolls. Municipalities should contact the Wisconsin Department of Revenue, Local Government Services Bureau for more information. This step is in ADDITION TO notifying the Wisconsin Historical Society of the upcoming record destruction.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Assessment				
Assessor' Final Reports	Documents yearly changes to master property record and personal property returns. Final report is filed with DOR.	Event+5 years; Event=Final report filed with DOR	No	Waive
Cadastral Maps	Includes any plats, assessor's plats, certified surveys, or aerial photographs used in determining taxable boundaries.	Permanent	No	N/A
Final Assessment Rolls	Both real and personal property rolls.	Creation+15 years (Provided no Forest Crop Acreage is recorded) ²⁵	No	Notify
Master Property Records	Details the appraisal of real property, based on the field inspections of the assessor.	Event+5 years; Event=Life of structure	No	Notify

²⁵ Wis. Stat. § 59.52(4)(c)3 states that no assessment roll that contains forest crop acreage may be destroyed without the prior approval of the secretary of revenue. Notification to the Wisconsin Historical Society is still required before approved assessment rolls can be destroyed.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Notice of Increased Assessment	Notices sent to property owners informing them of increases on assessment.	Creation+7 years	No	Waive
Taxation Exemption Reports	Reports filed by individuals who own property exempt from personal property tax under Wis. Stat. § 70.11. The reports are submitted to the clerk of the taxation district. Authority provided by Wis. Stat. § 70.339.	Creation+10 years	No	Waive
Personal Property Statements	Statements filed with local assessor declaring taxable personal property.	Creation+5 years	Yes Confidential per Wis. Stat. § 70.35(3)	Waive
Board of Review				
Form of Objection	Objections submitted by taxpayers. Includes written objections and all other material submitted to the board of review.	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Minutes	Record of all proceedings of the board of review. Authority provided by Wis. Stat. § 70.47(5).	Creation+7 years	No	Notify

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Notice of Determination	Final decisions sent to property owners. Authority provided by Wis. Stat. § 70.47(12).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Proceedings	Includes audio recordings and any transcripts of board of review proceedings, along with any notes taken by clerk. Authority provided by Wis. Stat. § 70.47(8)(f).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Special Assessments				
Final Resolution	Final authorization of special assessments. Authority provided by Wis. Stat. § 66.0703(8)(d).	Permanent	No	N/A
Payment Register	Record of the receipt of scheduled payments.	Event+7 years; Event=Final collection of payments	No	Waive
Preliminary Resolutions	Issued by municipal district describing the purpose of the project, calculations, limits of assessment district, and number of installments to be paid. Authority provided by Wis. Stat. § 66.0703(4).	Creation+2 years (provided report is on file with public works project record)	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Report of Special Assessment	Report of project that includes plans, specifications, cost estimates, and property affected. See Wis. Stat. § 66.0703(5) for more information. Authority provided by Wis. Stat. § 66.0703(5).	Creation+2 years (provided report is on file with public works project record)	No	Waive
Tax Calculation and Collection				
Escrow Account List	List of real estate taxes paid directly from an escrow account.	Event; Event=Superseded	No	Waive
Final Tax Roll	Real and personal property rolls. Calculated from assessment rolls to include total taxes and charges to be collected.	Creation+15 years	No	Notify
Statement of Taxes	Combined record of calculations used to set final taxes.	Permanent	No	N/A
Tax Calculation Support Records	Any record used to calculate municipal taxes. These include any certificates, evaluations, levies, estimates, payments, and credits used to determine real and personal property tax rolls.	Event+7 years; Event=Audit	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Tax Receipts	Receipts issued by treasurer upon payment of taxes. Includes any supporting documents associated with issuing and recording receipts of payments.	Event+7 years; Event=Audit of records by outside accounting firm	No	Waive
Tax Settlements	Used to verify tax collections compared to the taxes levied in the municipal records.	Event+7 years; Event=Audit	No	Waive
Unpaid Tax Statements	List of postponed real property, delinquent real property, and delinquent personal property taxes.	Creation+15 years (Retain with tax roll)	No	Waive

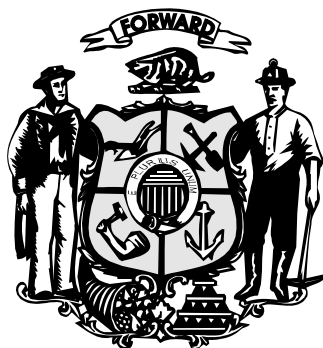
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General Records Schedule

Payroll & Related Records

Approved by the Public Records Board:

August 22, 2011



Revised: August 24, 2015

Expiration: August 22, 2021

For use by all units of Wisconsin Government at the State, County, and Municipal level

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SCOPE

This general records schedule covers the payroll and related records of classified and unclassified employees of Wisconsin state agencies. It is designed to cover many of the types of records created in the process of planning and carrying out the payroll tasks of an agency or office that are not covered by program-specific or other approved general schedules. This is the first major revision of the Payroll and Related General Records Schedule which was last approved by the Public Records Board for use by state agencies in November, 1997. This document makes changes to many record series based on changes to policies and practices in Wisconsin state government in the 14 years since the document was last released. This retention schedule applies to records in all media.

The broad categories within the document are:

- Central Payroll Electronic Records
- Central Payroll Paper & Microfilm Records
- General Policies and Procedures
- Superseded Records Schedules
- Closed Records Schedules

A companion document, [Introduction to General Records Schedules-Boilerplate, February 2011](http://publicrecordsboard.wi.gov/), located at the Public Records Board web site (<http://publicrecordsboard.wi.gov/>), provides more information and guidance about the use of general records schedules by Wisconsin state agencies.

Note: If agencies receive electronic copies of subsets of data from any of the Payroll systems or files, they are considered copies and do not need to be retained. *If they are used for other purposes or to create other records, the receiving agency is responsible for creating a separate RDA for that new record.*

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
Central Payroll Electronic Records							
PAY00001	90200	TACS Transaction Data	Series of computer programs that contain batch data files with edited types of leave, work start and stop times, default work schedules and related time and leave transaction data; and categorized earnings types for a two-week period. TACS is used to tabulate time and collection transactions for different groups of employees and includes schedules for elected officials, appointees, and unclassified positions as well as classified employees and LTE's.	Official Copy: DOA Central Payroll. Retain batch data for one year after creation (CR+1) and destroy confidential.	Yes	Yes	Agencies send TACS forms to the Department of Administration for data entry. Agencies also may key input online directly to TACS files or send data through disk, tape or data transfer from their agency time keeping systems. This is a data transaction file containing only the most current time and collection data at any point in time. Batch file collects batches of transactions to maintain for payroll period. Reports are kept on EOS.
PAY00002	90201	Personnel (WISPER) Transaction Data	File is also called the Employee Data Base (EDB). This data file includes the results of personnel transactions such as hires, transfers, terminations, reclassifications, reallocations, deductions, and other transactions for each employee in the system. Files contain more than 400 data elements for each employee, including appointments, deductions, hours, payroll balances, deduction balances, and related personnel elements.	Official Copy: DOA Central Payroll. Retain data for 45 days after creation (CR+45 days) and destroy confidential.	Yes	Yes	Batch file is updated and edited throughout the bi-weekly pay period. The WISPER batch file contains current data that is retained throughout the completion of the last update transaction in the pay period. Each pay period, data in the subsequent batch file updates previous information.

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
PAY00003	90202	WISPAY – Payroll Transaction Data File	Electronic data file contains such transactions as retroactive adjustments to hours worked, lump-sum pay adjustments, dollar and hour balance adjustments, refunds, wage assignments, check cancellations that are batch processed for overnight update to holding files.	Official Copy: DOA Central Payroll. Retain for 3 months after creation (CR+3 months) and destroy confidential.	Yes	Yes	Batch file is updated and edited throughout the bi-weekly pay period. The WISPAY batch file contains current data that is retained through the completion of the last update transaction in the pay period.
PAY00004	New Series	WISPAY Adjustment Systems.	Electronic data file containing payroll adjustment data.	Official Copy: DOA Central Payroll. Retain for 5 years after creation (CR+ 5 years) and destroy confidential.	Yes	Yes	WISPAY Source Documents: Series includes but is not limited to the following: •Gross Salary Adjustment Worksheet, DOA-CP-3 •Gross Salary Adjustment, DOA - CP-6 (Military Reporting) •Payroll Adjustment, DOA-CP-8 •Manual Cancellations and Supplements, DOA-CP-9 •Automatic Check Cancellations, DOA CP-10 •AD-CP-16 Leave Accounting Change Authorization File Maintenance Form, or equivalent •Wage Assignment Notice DOA-6120 and Garnishment Action Notice DOA-6149 •Payroll Document Transmittal Control Sheet DOA-CP-5 or equivalent •Personnel Document Transmittal DOA-CP-15 or equivalent.

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
PAY00005	90203	Leave Accounting (L/A) Master File	Electronic system receives leave transaction data from the WISPAY data file at the end of each biweekly pay cycle. The file is used to process transactions for current leave usage, sabbatical and other long-term leave. During processing, L/A uses data from TACS and other agency time and leave systems and follows leave provisions for different employee groups to generate periodic and cumulative totals for leave usage and leave balances for each employee. The L/A also processes data from AD-19's and F/M (file maintenance) forms. Most processing programs are run biweekly for each pay cycle. Additional periodic processing programs are used to develop annual leave allocations, end-of-year carryover adjustments, etc.	Official Copy: DOA Central Payroll. Retain master file of bi-weekly employee leave balances for 15 years after creation (CR+15 years) and destroy confidential.	Yes	Yes	File is edited and updated at the end of the bi-weekly pay period. The L/A batch file contains current data that is retained through the completion of the last update transaction in the pay period. Each pay period, data in the subsequent batch file updates previous information.
PAY00006	90203A	Leave Accounting (L/A) Transaction File	The leave transaction file contains all leave usage and adjustments using the AD-19 form, pay period by pay period. Data from this file is copied onto the Leave History file.	Official Copy: DOA Central Payroll. Retain bi-weekly electronic data file for 45 days after creation (CR+45 days) of the transaction file and destroy confidential.	Yes	Yes	

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
PAY00007	90203B	Leave Accounting (L/A) History File	The leave history file contains 6 months of leave transaction data. Every 6 months, this file is used to create the Leave Accounting History.	Official Copy: DOA Central Payroll. Retain L/A history data in electronic form for 6 months after creation (CR+ 6 months) and destroy confidential provided that the use and retention of the data for any other required purpose has been met.	Yes	Yes	
PAY00008	90204	Flat File	Electronic data file is created after all WISPER and WISPAY processing, it includes data from both WISPER and WISPAY transactions.	Official Copy: DOA Central Payroll. Retain for 10 years after creation (CR+10 years) and destroy confidential.	Yes	Yes	This data file contains the most complete snapshot of the various biweekly payroll processing functions for each employee, including the majority of information on EDB and calculations to arrive at gross and net check amounts. This file also generates Wisconsin Retirement System (WRS) data. Retain the electronic flat file data to provide a file of each biweekly pay period.
PAY00009	New Series	Time & Leave Entry Systems	Official systems used by employee's to record their time and leave record.	Official Copy: DOA (PTAWeb) and Official Copy of other Agency systems - retain for 5 years after created (CR + 5 years) and destroy confidential.	Yes	Yes	PTAWeb (retained by DOA)

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
PAY00010	New Series	Medicare Data Match Report	Case files developed to establish the government's right to recovery and/or impose other sanctions or corrective actions. Most of these involve pursuing recovery that contractors were unsuccessful with or clarifying Medicare policy. There may also be general correspondence reiterating Medicare policies.	Official Copy: Agency Payroll. Place report in inactive file after final action on the case at the close of the calendar year in which final action was taken. Retain 10 years after final action (EVT + 10 years) and destroy confidential.	Yes	Yes	Disposition authority is a Federal requirement under N1-440-01-05, Item 1.
Central Payroll Paper and Microfilm Records							
PAY00011	9000010 1	Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. These are the basis for all salary payments and are referred to on questions of back pay and income taxes. Also includes payroll voucher signature page for each payroll.	Official Copy: Agency Payroll. Creation + 4 years (CR+4 years) and destroy confidential. Working Copies: EVT - When no longer needed.	Yes	Yes	Payroll listing Payroll voucher signature page
PAY00012	90206	Payroll Inputs and Reports	Payroll Inputs and Reports: This series groups various source documents and output reports. Time & Collection System (TACS) Copies: Includes key source documents for time and collection system. Copies of these are also provided for the supervisor and the employee. The employee's copy is the employee's personal property. Paid Overtime	Official Copy: Agency Payroll. Creation + 5 years (CR+ 5 years) and destroy confidential. DOA Central Payroll Copy: Event (EVT varies from after superseded, after	Yes	Yes	Payroll Inputs and Reports (retained by agencies): -Time and collection System (TACS) forms or equivalent -Paid Overtime Documentation -Leave Request and Reporting -Agency Transaction Reports from DOA Central Payroll -WISPAY Source Documents (request salaries and payroll adjustments) Time & Collection System (TACS) Forms: Retention of the following

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			Documentation: Includes Paid Overtime Report, or equivalent, listing employees paid overtime during the pay period is generated by Central Payroll office on a biweekly basis. Report provides detailed documentation of overtime payments. Leave Request & Reporting: Documents used to request and/or report leave. Leave Request/Report form AD-19 or equivalent, is used by employee to request leave time and/or report leave taken. This series documents employee report and management authorization for scheduling leave and accounting for type of leave taken. The employee, the supervisor and others may receive copies of this form. Agency Transaction Reports - Central Payroll: Includes bi-weekly and occasional reports generated from DOA Central Payroll database and provided to agencies. Reports document transactions, adjustments, and reconciliations for the pay period. WISPER Source Documents: Records include various DOA Central Payroll adjustment and cancellation forms used by agencies to request adjustments to salaries and payroll deductions.	entered and verified, or after superseded or after a period between 1 pay period - 1 year) and destroy confidential. Working Copies: Includes Supervisor's copy. When not needed, not to exceed 1 year. See PAY00009 for electronic retention.			forms is based on FLSA requirements. • Leave Report, AD-TACS-1 or equivalent • Time Report, AD-TACS-2 or equivalent Agency Transaction Reports Central Payroll: Records include but are not limited to the following: • WRS Subsystem Transaction Report • WRS Subsystem Adjustments Report • WRS Subsystem Reconciliation Report • EPA (Exceptional Performance Award) and Relocation (Lump Sum DCA) Incentive Award Report • Equity Interim Merit Report (DCA) • Excessive FLSA Rate Report • Exempt Employees Claiming Leave Without Pay Report • WRS Detail Reconciliation Report - Quarterly WISPER Source Documents: • Deduction Authorization Report (DAR), DOA-CP-12C • Personnel Turnaround Document (PTD), DOA-CP-14C

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
PAY00013	90207	TACS Validation & File Maintenance Reports	Series includes reports used to monitor time, leave and other payroll functions, including: Validation Audit Trail Report, or equivalent, listing employee time reported. The report is generated by DOA Central Payroll office, on a biweekly basis. It provides a detailed accounting of employee time actions. L/A Bi-Weekly File Maintenance Reports: Includes various leave accounting forms and reports, used to add, delete and update information in the Payroll system. Central Payroll Bi-weekly & Annual Reports: Includes various bi-weekly and annual reports generated from the DOA Central Payroll system, on a bi-weekly, quarterly or annual basis and provided to agency Payroll personnel. Information in the database is extracted according to various sorts and used for easy reference purposes.	Official Copy: Agency Payroll. Retain for 5 years after creation (CR+5 years) and destroy confidential. DOA Central Payroll Copy: Retain for 5 years after creation (CR+5 years) and destroy confidential. Working Copies: Destroy when not needed.	Yes	Yes	L/A Bi-Weekly File Maintenance Reports: Records include the following forms and outputs. •Leave Accounting Transaction Processing Error Report •Leave Accounting File Maintenance Report (EOS) Central Payroll Bi-weekly & Annual Reports: Records include but are not limited to the following: •Processor Exception Report •Fringe Benefit Summary Report •Fringe Benefit Detail Report •LTE Tracking System •Length of Service Pay Report - Annual (after retention is met, this will no longer exist) •WRS Transaction Annual Report-Terminated Employees (after retention is met, this will no longer exist). •Leave Accounting Eligible Hours For Ensuing Year •Health, Life, ICI Worksheets •UC (Unemployment Compensation) Gross Earnings/Taxable Wage Report (goes electronically to UC quarterly via EOS) •Term Sabbatical Report •Central Payroll Data Validation Error Report
PAY00014	90208	State Payroll System Routine Forms and Reports	Records in this series include forms and reports used to maintain information in the State Payroll system. Information from documents is captured in the Payroll	Official Copy: Agency Payroll. Retain until Event (EVT is either resolved, verified, superseded or	Yes	Yes	Series includes but is not limited to the following: Time & Collection Maintenance Documents: Includes the following:

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			database and is needed only until the next pay period's reports are issued.	between 1 to 6 pay periods) and destroy confidential. Agency and Working Copies: Destroy confidential when no longer needed (until superseded by the next reporting cycle unless there is an outstanding issue that requires retention until the issue is resolved).			•DOA Central Payroll-generated Reports (all are EOS reports): -Conversion Audit Trail: report by leave type, generated for some, <u>not all</u>, agencies. -Time and Attendance Error Report -Time and Attendance Warning -Employee Schedule Listing -Employees Paid in More Than One Appointment L/A Bi-Weekly Routine Reports: Includes routine reports generated by DOA Central Payroll for the purpose of verifying data entered into the Payroll database. Records include the following: •L/A List of Credit Balances (overdrawn leave) •L/A Unused Vacation/ Holiday/ Compensatory Time (BLS) (EOS) •Supervisory Position Listing (BLZ) (EOS) •L/A File Maintenance Edit/Error Report (Paper only) •Leave Accounting Notice AD-20 (obsolete) Routine Withholding Authorizations and File Maintenance Copies: Includes copies of withholding authorizations that initiate file maintenance adjustments to an employee's pay amounts. Records in this series are the <u>copies</u> used to initiate payroll actions. Additional official copies of records are maintained as separate

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
							records series to administer wage assignment and garnishment functions, manage charity campaigns, authorize parking, etc. Employees may also receive copies.
PAY00015	New Series	Levy and Garnishment Files	Records consists of state employee wage actions for state or federal court ordered wage assignments or earning garnishments, federal IRS levies and Wis. Dept. of Revenue liens.	Official Copy: DOA Central Payroll. EVT + 3 years (Event is levy or garnishment is terminated) and destroy confidential. This is consistent with Federal requirement N1-GRS-92-4 item 18.	Yes	Yes	Change slips, work papers, correspondence, release and other forms, and reports for State and Federal wage assignments or garnishments (IRS Form 668A or equivalent). Reports show each individual state employee's name, department of employment, gross earnings, plaintiff/creditor name and/or amounts deducted.
PAY00016 Amended (see PAY0016A)	90209	Payroll/Leave History Reports – DOA Central Payroll	Records series consists of reports generated from the DOA Central Payroll database and that provides detailed history of bi-weekly payroll and leave transactions. Reports capture payroll and leave data and provide a "snapshot in time" of transactions. For long-term protection of employee-specific data that may affect employee leave, salaries or retirement benefits, reports are generated to computer output microfiche (COM), with master COM maintained in Central Payroll. Reports include those generated biweekly and annually if they are needed to provide a long-term information	DOA Central Payroll. Creation plus 15 years. (CR+ 15 years) and destroy confidential.	Yes	Yes	Records in this series include, but are not limited to, the following: •Payroll Register •Leave Accounting History Fiche Bi-Weekly •Leave Accounting Alpha Listing: Alpha list of employees. Bi-Weekly •Leave Accounting Waitfile Bi-weekly •Leave Accounting Transaction File Bi-weekly •Leave Accounting File Maintenance Bi-weekly •Statistical Leave Analysis Report Bi-weekly •Leave Accounting Report Pay period ending 6/30 Annual •Leave Accounting Report Pay period ending 12/31 Annual

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			audit trail of transactions by a number of key fields.				•Employee Benefits Statement Annual (EOS) •W2 Final Report Annual •Wage & Tax Statement (W-2 Report) Annual •Bi-weekly Year to date Proof
PAY0016A New	90209	Payroll/Leave History Reports – Agencies	Records series consists of reports generated from the DOA Central Payroll database and that provides detailed history of bi-weekly payroll and leave transactions. Reports capture payroll and leave data and provide a "snapshot in time" of transactions. For long-term protection of employee-specific data that may affect employee leave, salaries or retirement benefits, reports are generated to computer output microfiche (COM), with master COM maintained in Central Payroll. Reports include those generated biweekly and annually if they are needed to provide a long-term information audit trail of transactions by a number of key fields.	State Agencies: Agency Payroll copy. Creation plus 10 years and destroy confidential. (CR + 10 years)	Yes	Yes	Records in this series include, but are not limited to, the following: •Payroll Register •Leave Accounting History Fiche Bi-Weekly •Leave Accounting Alpha Listing: Alpha list of employees. Bi-Weekly •Leave Accounting Waitfile Bi-weekly •Leave Accounting Transaction File Bi-weekly •Leave Accounting File Maintenance Bi-weekly •Statistical Leave Analysis Report Bi-weekly •Leave Accounting Report Pay period ending 6/30 Annual •Leave Accounting Report Pay period ending 12/31 Annual •Employee Benefits Statement Annual (EOS) •W2 Final Report Annual •Wage & Tax Statement (W-2 Report) Annual •Bi-weekly Year to date Proof
PAY00017	90210	Payroll File Maintenance & Dumps	Items in this series generally have a short-term value, to control batch processing, transmit information, verify data entry to the data files, etc.	Official Copy: DOA Central Payroll. EVT (superseded, verified, or 1-3 pay periods) and destroy confidential.	Yes	Yes	Series includes the following: Central Payroll Routine File Maintenance & Dumps: Includes routine reports generated bi-weekly by the DOA Central Payroll system and used to provide file maintenance information on valid

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
				Agency Copy: Agency Payroll. Retain until EVT (1 pay period or no longer needed) and destroy confidential. NOTE: Agencies do not receive copies of all reports listed in this series. Working Copies: When not needed.			additions, errors and deletions to the database. Agency Payroll staff do <u>not</u> receive copies of these items. Reports include but are not limited to the following: •Net Check Registers •Mini DOA Register •WISPER Dump •WISPAY Dump •Leave Accounting Transaction File Edit Error Report •Payroll Error Register •Alpha Statewide Report •Social Security Listing Statewide Report •Deduction Update Transaction Error Report •W2 Preliminary Report
PAY00018	90211	Central Payroll Routine Reports	Records series includes routine reports generated for Central Payroll program management purposes.	Official Copy: DOA Central Payroll. Creation + 1 year (CR+1 year) and destroy. Agency Copy: Agency Payroll. Retain until EVT (no longer needed or superseded by final report) and destroy. NOTE: Agencies do not receive all reports listed in this series. Working Copies: Destroy when not needed.	No	No	Includes: Bi-weekly Consistency and Maintenance Reports: Consists of reports generated bi-weekly from the Central Payroll database. Reports are used by DOA Central Payroll staff and are not distributed to agency Payroll personnel. Records include but are not limited to the following: •Consistency Tests WISPER YTD Gross •Flat File Inconsistency Report Agency Preliminary Reports - Annual or Other: Contains reports generated from the Central Payroll database to provide preliminary data to agencies prior to generation

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
							of final reports or checks, including: •Preliminary Credits To Term Sabbatical Report
PAY00019	90212	Central Payroll Administrative Reports	Series includes various reports generated for the DOA Central Payroll to administer the Central Payroll System.	Official Copy: DOA Central Payroll. Creation + 2 years (CR+2 years) and destroy. Agency Copy: If copy received, treat as working copy. Working Copies: Destroy when not needed.	No	No	Including the following: Bi-Weekly Totals Reports: Includes DOA Central Payroll reports generated biweekly to provide information for Central Payroll. Agencies do not receive copies of most reports in this series. •Deduction Authorization Summary Report •Personnel Turnaround Summary Report By Agency •ERA Deduction Totals Report •Bi-Weekly Department Summary Report •Checks-State Treasurer Report •Deferred Compensation Totals Report Central Payroll Annual/Quarterly Reports: Includes reports generated on an annual or quarterly basis from the Central Payroll database and used only within DOA Central Payroll. Includes but is not limited to the following: •Dual Employment Report: •Deferred Compensation Over Deferral Report: Deferred Comp
PAY00020	90213	Central Payroll Accounting Documents	Records series consists of reports and correspondence that have fiscal audit values related to transfers of payroll funds. Series documents issues and concerns related to	Official Copy: DOA Central Payroll. Current fiscal year plus 4 previous fiscal years (FIS + 4	No	No	Items in this series include but are not limited to the following: •Electronic Deposit Correspondence between Central Payroll and banks that deposit

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			transfer of funds to banks for state payroll, reports that total deduction totals and other summary accounting reports that provide backup documentation to support the WISMART system.	years). Agency Copy: If copy received, treat as working copy. Working Copies: Not needed.			employee paychecks through electronic deposit. •ACH Cancellation Notice from bank.
PAY00021	90214	Employee Payroll & Benefit File - Agency Specific	Records series includes various documents that are maintained in the agency Payroll office throughout the employee's term of employment in that particular agency. Under the current payroll system, these documents are the responsibility of the employing agency. When employees leave one agency to transfer to another, they complete new withholding authorization and certain benefit forms that are covered in this series. The agency is <u>required</u> to maintain these documents for potential audit or legal purposes throughout the individual's employment in the agency <u>and</u> for seven years after the employee leaves for any purpose, including: -transfer to another state agency <u>or</u> -termination of state service- retirement, death, or termination.	Official Copy: Agency Payroll. During the employee's tenure in the agency, and for 7 years after the employee leaves the agency due to retirement, transfer or termination (Event+7 years and destroy confidential). Working Copy: Destroy when not needed.	Yes	Yes	Includes: <i>Withholding Agreements:</i> Records in this group include forms and agreements filed by each employee authorizing withholding of income from paychecks. Includes, but is not limited to the following agreement forms and authorizations: •W-4 Federal Withholding Allowances •WT-4 State Withholding Allowances •WT-4A State Employee Withholding Agreement •W-5 Earned Income Credit •ERA Program Automatic Premium Conversion Waiver/Revocation of Waiver, form ET-2340 •ERA Family Status Change •Electronic Deposit Authorization (keep only most current copy) •Union Dues Authorization Card (keep only most current copy) <i>Agency Copies - Non-ETF Voluntary Insurance Forms:</i> Includes application, enrollment and <u>evidence of insurability</u> forms for insurance programs that are <u>not</u>

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			<i>Agencies are advised to maintain an individual Payroll & Benefit Record File for each employee, containing these documents. It is <u>not</u> the same as the Personnel file. Alternatively, agencies may choose other filing methods so long as they meet <u>retention periods required for items in this series.</u></i> See page 20 for sample list of ETF Benefit related forms.				administered by the Department of Employee Trust Funds. Items include application and change forms for such insurances as dental, accidental death, major medical, etc. While insurance carriers will have policies on file for each enrollee in the program, the employing agency should maintain <u>copies</u> in this series. The employee also receives copies of items in this series for his or her own records.
PAY00022	90215	Employee Payroll Document Case Records- Transfer to New Agency	Under the current payroll system, when employees leave one agency to transfer to another, they do not complete new withholding agreements or authorization forms for the items that are covered in this series. Instead, the new agency will continue to follow payroll withholding procedures as established in these agreements. Unless the employee submits a change, this records series includes only those few withholding authorizations and agreements for which employees do not complete new forms and agreements upon transferring to a new agency. These records are needed to provide source documentation of the employee's payroll	Official Copy: Employee Moves to New Agency. Agency Payroll. EVT (employee termination with the agency) - forward with Personnel Transfer Record to new agency. (Agencies <u>must</u> keep a copy of all benefit related documents before transferring the original file to the new agency in the event of any corrections needed, etc. and retain them for 7 years and destroy confidential. See PAY00021 for	Yes	Yes	The employing agency should maintain these key documents throughout the employee's tenure in the agency and forward documents to the subsequent employing agency. If the employee leaves state service, include items in RDA PAY00021.

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			agreements and should be forwarded along with the Personnel Transfer Record to the new agency.	additional information.) Employee Term From State Service: Follow retention for record series RDA PAY00021 Working Copies: Destroy when not needed.			
PAY00023	90216	Tax Reports	Records series includes forms and reports related to employees' federal and state income tax withholding activities and documentation of withholding. This series also includes MILITARY PAY VOUCHERS that are created for employees receiving pay for active or reserve military service. Each state agency is responsible for maintaining records of its employees' tax withholding records. The Wage and Tax Statement (RDA PAY00016) also provides documentation of tax withholding for each employee.	Official Copy: Agency Payroll. Retain 4 years from due date or date filed or paid, whichever is later, and destroy confidential. This is in accordance to Federal and State retention requirements. Working Copies: Destroy when not needed.	Yes	Yes	Series includes but is not limited to the following forms and reports: • Employer's Quarterly Federal Tax Return • Federal Bi-Weekly Tax Deposit Coupon, • Payment Voucher • Statement to Correct Information • Corrected Income & Tax • Transmittal of Corrected Income and Tax • Wisconsin Tax Deposit Report Coupon • Employers Annual Reconciliation • Certificate of Exemption (Prepayment of Taxes), • Federal Income Tax, Social Security, Medicare Bi-Weekly Reports
PAY00024	90217	Summary Reports of Benefits Programs-Agency Copies	Records series includes copies of summary reports of benefit programs that are administered by the Department of Employee Trust Funds (ETF) and other	Official Agency Copy: Agency Payroll Office: Creation and 7 years (CR+7	Yes	Yes	Series includes but is not limited to the reporting forms listed on page 21. Agencies <u>must</u> retain copies of

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			insurance carriers as listed below. <i>Summary Reports to/from, ETF-Agency Copies:</i> This group of records includes various summary reports required to be sent to ETF by employing agencies. Reports are used to remit funds and provide information on benefits accrued in ETF-administered programs, including WRS, ERA, health, life, and ICI insurance's. Agencies have 7 years in which to correct information provided in the reports. <u>This series applies to agency copies of documents, not ETF records.</u> ETF also maintains an official copy of these records in: •RDA 515/00019, WRS Employer Transaction Reports: CR+40 years and destroy confidential •RDA 515/00037. Life/ICI/Health Remittance Reports: CR+7 years and destroy confidential	years) and destroy confidential Working Copies: Destroy when not needed.			reports sent to ETF if applicable to employees in their agency for seven years in order to correct information reported if necessary. <i>Summary Reports of Other Insurances:</i> This group of record covers agency copies if summary reports to or from administrators of other insurance programs. Reports include, but are not limited to, the following: •Dental Insurance reports •Accidental Death and Dismemberment (AD&D) reports •Major Medical, Catastrophic, Life Insurance (John Deere/Epic) reports. Insurance carriers maintain the official records of these items. This series covers the agency copies only.
PAY00025	New Series	Unemployment Compensation Files	Records includes requests and state action associated with state staff requesting Unemployment Compensation when there are layoffs or LTE assignments end.	Official Copy – Creation + 5 years (CR+5) and destroy confidential	Yes	Yes	These files may include, but are not limited to the following: Request to Employer for Wage and Separation Information (ETA-931), Notice of Determination or Redetermination (UCB-20), Check stubs, Earnings History Report,

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
							etc.
General Policies & Procedures							
PAY00026	New Series	Procedures Relating to State Payroll Operations	Established high level procedures associated with Payroll operations as established by DOA and agencies with delegated authority to perform specific Payroll operations.	Official Copy - Retain until superseded and destroy. Working Copies – Retain until no longer needed and destroy.	No	No	Payroll Procedure Manual Note: Procedures under this RDA have typically gone through a vetting process and are intended to support the agency's policies in a direct manner. This RDA does not necessarily include worker instructions which may be viewed as task-specific directions used to ensure compliance with policies and procedures.

RDA NOTES & ADDITIONAL INFORMATION

PAY00021 (formerly 90214): Agency Copies of ETF Benefit Documents: This group of records includes various application, enrollment and maintenance records that State employees use to participate in various benefit programs administered by the State Department of Employee Trust Funds (ETF) and non-ETF benefit programs. This series applies to agency copies of documents, not ETF records. Agency copies are considered official copies which should be retained for 7 years after the employee terminates/leaves/retires (see PAY00021 for further details).

ETF maintains an official copy of records listed below in the ETF Participant files of the department for the duration of the individual's term of employment with the state and/or annuity payment and for the following periods of time thereafter:

*RDA 515/00022 & 00022A, Death Benefit Participant Files: EVT (Closed by Death or Expired) + 25 years.

*RDA 515/00023 & 00023A, Separation Benefit Participant File: EVT (Closed by Separation Benefit or Single Sum Annuity) + 50 years.

Records document the employee's participation in the Wisconsin Retirement System (WRS), health insurance, life insurance, income continuation insurance (ICI), and certain other disability programs. Note: records in this series are confidential by ss. 40.07 Wis. Stats. Series may include but are not limited to the following forms:

- Group Life Insurance Continuation Notice, ET-2154
- Health Insurance Application/Change, ET-2301
- Life Insurance Application/Cancellation/Refusal, ET-2304
- Evidence of Insurability/Application – Group Life Insurance, ET-2305
- Income Continuation Insurance Application, ET-2307

- Evidence of Insurability/Application – Income Continuation Insurance, ET-2308
- Election to Reduce Amount of Life Insurance, ET-2309
- Continuation/Conversion Notice: Health Insurance, ET-2311
- Wisconsin Retirement System Enrollment, ET-2316
- Rehired Annuitant Election, ET-2319
- Employee Identification Correction/Change, ET-2810
- Life Insurance Continuation/Conversion Eligibility After Termination, ET-4203
- Sick Leave Escrow Application, ET-4305
- Accumulated Leave Certification, ET-4306
- Group Life Insurance Certification of Coverage, ET-4802
- Disability Medical Report, ET-5303
- Request for Life Insurance Disability Premium Waiver, ET-5306
- Request for Accumulated Leave Certification (Sick Leave), ET-5402
- Group Life Insurance Coverage During Disability, ET-5806
- Income Continuation Insurance Report of Employment and Earnings, ET-5901
- Notice of Death, ET-6301
- Notice of Death for Spouse or Dependent Child (Life Insurance), ET-6303
- Benefit Information Request, ET-7301

Note: The ETF Participant account records contain additional types of forms. However, the above lists most payroll-related forms. The employee also keeps copies of many items above for his or her own record.

PAY00024 (formerly 90217) (examples of reporting forms retained in employer records at ETF):

- Monthly Retirement Remittance Report, ET-1515
- ERA/Commuter Benefit Remittance Report, ET- 1516
- Over/Underpayment and/or Interest Due Notice, ET-1517
- ERA Expense Account Continuation Election, ET-1518
- Monthly State Employee's Health Insurance Coverage Report, ET-1607
- State Health Insurance Summary Report, ET-1608
- Annuitant Health Insurance Monthly Coverage Report, ET-1609
- Group Life Insurance Collection Report, ET-1610
- Monthly Premium Report Group Income Continuation Insurance (State and Non-Faculty), ET-1611
- Monthly Premium Report Group Income Continuation Insurance (UW Faculty), ET-1612
- Employee Transaction Report, ET-2533
- Group Health Insurance Monthly Additions Report, ET-2610
- Group Health Insurance Monthly Deletions Report, ET-2612
- Group Health Insurance Monthly Changes Report, ET-2614

Both the agency copy and copies sent to ETF are official copies. Agency Payroll copies should be kept for 7 years after created and destroy (see PAY00024 for further details).

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Superseded Records Series

RDA Number or Comment	Previous RDA Number	Record Series Title	Description	Retention	PII	Confidential	Use Case/Example
Superseded by PAY00011, Payrolls and Payroll Registers. This records series and retention is the same – it is just being moved to the Payroll and Related Records GRS.	90000101	Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. These are the basis for all salary payments and are referred to on questions of back pay and income taxes. Also includes copies of the payroll voucher signature page for each payroll.	Official Copy – Agency Payroll. Creation + 4 years (CR+4 years) and destroy confidential. Working Copies – EVT - When no longer needed.	Yes	Yes	Payroll listing Payroll signature pages
Superseded by Payroll and Related Records General Schedule, PAY00015, Levy and Garnishment Files. The new retention in PAY00015 is consistent with Federal requirement N1-GRS-92-4 item 18 for these records.	90000103	Wage Action Related Records	State employee wage actions consist of state or federal court ordered wage assignments or earning garnishments, federal IRS levies and Wisconsin Department of Revenue liens. The State of Wisconsin Employees with wage assignments report contains all state employees whom have automated wage assignments. The report shows each individual state employee's name, department of employment, kids pin, gross earnings, and the amount deducted for the wage assignment. The State of Wisconsin Employee garnishment payment report contains automated wage garnishments. The report shows each individual employee's name, department of employment, plaintiff/creditor name and the garnishment amount declared.	Official Record – CR + 50 and destroy confidential	Yes	Yes	

Other Payroll Related Records Series in the Fiscal & Accounting General Schedule:

Comment	RDA Number	Records Series Title	Description	Retention	PII	Confidential	Use Case/Example
This records series resides in the Fiscal and Accounting GRS as they are supporting documentation for payments issued through the accounting system and are retained with the financial documents.	90000100	Supplemental Payroll Vouchers	The payroll voucher is used to certify the gross salaries earned, various statutory deductions (either voluntary or mandatory) and net take-home pay for each person employed in a department. Legislative agencies use this payroll form for their monthly payroll. Supplemental payrolls are prepared by the agency payroll office when an employee is over or underpaid or if a paycheck was not generated for an employee on the payroll system. Payroll vouchers must have an authorized signature and must be submitted to DOA for audit and payment. Form DOA 6110 or equivalent is used for this purpose. Documentation may be attached to the submittal.	Official Copy – Current fiscal year + 6 years (FIS+6) and destroy confidential. Working Copies – EVT, until no longer needed and destroy.	Yes	Yes	
This records series resides in the Fiscal and Accounting GRS as they are supporting documentation for payments issued through the accounting system and are retained with the financial documents.	90000102	Central Payroll Bi-Weekly Payroll Voucher Signature Pages	The official signed payroll authorization for each state agency.	Official Copy – Current fiscal year + 6 years (FIS+6) and destroy.			

Closed Records Series

RDA Number or Comment	Record Series Title	Description	Retention	PII	Confidential	Use Case/Example
90205 This record series is a subset of PAY00008 and is a copy of the original record. If agencies use the data for other purposes they are responsible for scheduling those records based on what they are using/keeping the data for. OSER Roster is now covered in the HR Schedule, HR000202. PMIS is covered in the Budget Schedule, BUDG005.	Updated File	The updated file contains certain data extracted from the flat file, which is the source data, and used specifically to update the following other data systems: • <i>OSER Roster: OSER</i> (Office of State Employment Relations) maintains a statutory roster of State employees, containing a career history for each classified and unclassified employee in State service. The roster does <u>not</u> include data on personnel employed by the University of Wisconsin or Limited Term Employees (LTE's). See Personnel General Schedule for more information. • <i>PMIS - Personnel Management Information System:</i> This is a Statewide position tracking system for monitoring of numbered positions. State Budget Office staff use data to monitor and report on positions and for related budgeting purposes.	Official Copy – DOA Central Payroll. Retain bi-weekly pay period data for 10 years after creation (CR+10 years) and destroy confidential.	Yes	Yes	DOA Central Payroll creates copies of data for specific agencies to copy into agency-specific electronic files. Agencies should establish specific retention schedules for agency specific electronic payroll records that are not covered by this general schedule.

Revision History

A listing of changes to this GRS.

Revision History

A listing of changes to this GRS.

[illegible]

Appendix 1: Summary of Approved Statewide General Records Schedules

	Administrative Records General Schedule (August 2008-Rev Aug 2010)
	Budget and Related General Record Schedule (March 2002)
	Common Records In Wisconsin Local Units of Government (For Local Units Of Government Only-November 2009)
	Facilities Management General Schedule - Feb 2010 - (For Use By All Units of Government)
	Fiscal & Accounting Related Records General Schedule (June 2006)
	Fiscal & Accounting Related Records General Schedule (June 2006)
	Forms Management General Schedule (August 2006)
	Human Resources and Related General Schedule (November 2010)
	IT Business Records General Schedule (May 2008)
	IT Business Records General Schedule (May 2008)
	Library Operations General Schedule (August 2006)
	Library Operations General Schedule - PDF (August 2006)
	Mail & Messenger Services General Schedule (August 2006)
	Mail & Messenger Services General Schedule - PDF (August 2006)
	Motor Vehicle Management Records General Schedule (May 1999)
FTP	Payroll & Related General Schedule (November 1997)
	Purchasing & Procurement General Schedule (April 2003)
	Records Management General Schedule (August 2006)
	Wisconsin Public Library General Schedule (February 2006)
	Wisconsin School Districts (revised - May 2010)
	Workers Compensation General Schedule (July 1997)

General schedules are listed as a major category on the Public Records Board Home Page –

http://publicrecordsboard.wi.gov/Docs_by_cat_type.asp?doccatid=678&locid=165

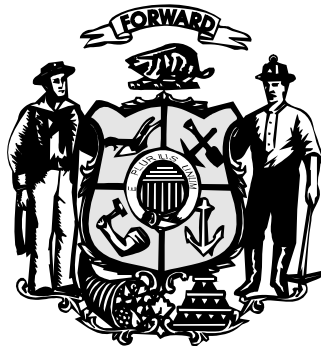
If you need further assistance, contact your agency records officer or the DOA Records Management Section at 266-2996 or 266-2770.

General Records Schedule

Payroll & Related Records

Approved by the Public Records Board:

August 22, 2011



Revised: August 24, 2015

Expiration: August 22, 2021

For use by all units of Wisconsin Government at the State, County, and Municipal level

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SCOPE

This general records schedule covers the payroll and related records of classified and unclassified employees of Wisconsin state agencies. It is designed to cover many of the types of records created in the process of planning and carrying out the payroll tasks of an agency or office that are not covered by program-specific or other approved general schedules. This is the first major revision of the Payroll and Related General Records Schedule which was last approved by the Public Records Board for use by state agencies in November, 1997. This document makes changes to many record series based on changes to policies and practices in Wisconsin state government in the 14 years since the document was last released. This retention schedule applies to records in all media.

The broad categories within the document are:

- Central Payroll Electronic Records
- Central Payroll Paper & Microfilm Records
- General Policies and Procedures
- Superseded Records Schedules
- Closed Records Schedules

A companion document, [Introduction to General Records Schedules-Boilerplate, February 2011](http://publicrecordsboard.wi.gov/), located at the Public Records Board web site (<http://publicrecordsboard.wi.gov/>), provides more information and guidance about the use of general records schedules by Wisconsin state agencies.

Note: If agencies receive electronic copies of subsets of data from any of the Payroll systems or files, they are considered copies and do not need to be retained. *If they are used for other purposes or to create other records, the receiving agency is responsible for creating a separate RDA for that new record.*

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
Central Payroll Electronic Records							
PAY00001	90200	TACS Transaction Data	Series of computer programs that contain batch data files with edited types of leave, work start and stop times, default work schedules and related time and leave transaction data; and categorized earnings types for a two-week period. TACS is used to tabulate time and collection transactions for different groups of employees and includes schedules for elected officials, appointees, and unclassified positions as well as classified employees and LTE's.	Official Copy: DOA Central Payroll. Retain batch data for one year after creation (CR+1) and destroy confidential.	Yes	Yes	Agencies send TACS forms to the Department of Administration for data entry. Agencies also may key input online directly to TACS files or send data through disk, tape or data transfer from their agency time keeping systems. This is a data transaction file containing only the most current time and collection data at any point in time. Batch file collects batches of transactions to maintain for payroll period. Reports are kept on EOS.
PAY00002	90201	Personnel (WISPER) Transaction Data	File is also called the Employee Data Base (EDB). This data file includes the results of personnel transactions such as hires, transfers, terminations, reclassifications, reallocations, deductions, and other transactions for each employee in the system. Files contain more than 400 data elements for each employee, including appointments, deductions, hours, payroll balances, deduction balances, and related personnel elements.	Official Copy: DOA Central Payroll. Retain data for 45 days after creation (CR+45 days) and destroy confidential.	Yes	Yes	Batch file is updated and edited throughout the bi-weekly pay period. The WISPER batch file contains current data that is retained throughout the completion of the last update transaction in the pay period. Each pay period, data in the subsequent batch file updates previous information.

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
PAY00003	90202	WISPAY – Payroll Transaction Data File	Electronic data file contains such transactions as retroactive adjustments to hours worked, lump-sum pay adjustments, dollar and hour balance adjustments, refunds, wage assignments, check cancellations that are batch processed for overnight update to holding files.	Official Copy: DOA Central Payroll. Retain for 3 months after creation (CR+3 months) and destroy confidential.	Yes	Yes	Batch file is updated and edited throughout the bi-weekly pay period. The WISPAY batch file contains current data that is retained through the completion of the last update transaction in the pay period.
PAY00004	New Series	WISPAY Adjustment Systems.	Electronic data file containing payroll adjustment data.	Official Copy: DOA Central Payroll. Retain for 5 years after creation (CR+ 5 years) and destroy confidential.	Yes	Yes	WISPAY Source Documents: Series includes but is not limited to the following: •Gross Salary Adjustment Worksheet, DOA-CP-3 •Gross Salary Adjustment, DOA - CP-6 (Military Reporting) •Payroll Adjustment, DOA-CP-8 •Manual Cancellations and Supplements, DOA-CP-9 •Automatic Check Cancellations, DOA CP-10 •AD-CP-16 Leave Accounting Change Authorization File Maintenance Form, or equivalent •Wage Assignment Notice DOA-6120 and Garnishment Action Notice DOA-6149 •Payroll Document Transmittal Control Sheet DOA-CP-5 or equivalent •Personnel Document Transmittal DOA-CP-15 or equivalent.

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
PAY00005	90203	Leave Accounting (L/A) Master File	Electronic system receives leave transaction data from the WISPAY data file at the end of each biweekly pay cycle. The file is used to process transactions for current leave usage, sabbatical and other long-term leave. During processing, L/A uses data from TACS and other agency time and leave systems and follows leave provisions for different employee groups to generate periodic and cumulative totals for leave usage and leave balances for each employee. The L/A also processes data from AD-19's and F/M (file maintenance) forms. Most processing programs are run biweekly for each pay cycle. Additional periodic processing programs are used to develop annual leave allocations, end-of-year carryover adjustments, etc.	Official Copy: DOA Central Payroll. Retain master file of bi-weekly employee leave balances for 15 years after creation (CR+15 years) and destroy confidential.	Yes	Yes	File is edited and updated at the end of the bi-weekly pay period. The L/A batch file contains current data that is retained through the completion of the last update transaction in the pay period. Each pay period, data in the subsequent batch file updates previous information.
PAY00006	90203A	Leave Accounting (L/A) Transaction File	The leave transaction file contains all leave usage and adjustments using the AD-19 form, pay period by pay period. Data from this file is copied onto the Leave History file.	Official Copy: DOA Central Payroll. Retain bi-weekly electronic data file for 45 days after creation (CR+45 days) of the transaction file and destroy confidential.	Yes	Yes	

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
PAY00007	90203B	Leave Accounting (L/A) History File	The leave history file contains 6 months of leave transaction data. Every 6 months, this file is used to create the Leave Accounting History.	Official Copy: DOA Central Payroll. Retain L/A history data in electronic form for 6 months after creation (CR+ 6 months) and destroy confidential provided that the use and retention of the data for any other required purpose has been met.	Yes	Yes	
PAY00008	90204	Flat File	Electronic data file is created after all WISPER and WISPAY processing, it includes data from both WISPER and WISPAY transactions.	Official Copy: DOA Central Payroll. Retain for 10 years after creation (CR+10 years) and destroy confidential.	Yes	Yes	This data file contains the most complete snapshot of the various biweekly payroll processing functions for each employee, including the majority of information on EDB and calculations to arrive at gross and net check amounts. This file also generates Wisconsin Retirement System (WRS) data. Retain the electronic flat file data to provide a file of each biweekly pay period.
PAY00009	New Series	Time & Leave Entry Systems	Official systems used by employee's to record their time and leave record.	Official Copy: DOA (PTAWeb) and Official Copy of other Agency systems - retain for 5 years after created (CR + 5 years) and destroy confidential.	Yes	Yes	PTAWeb (retained by DOA)

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
PAY00010	New Series	Medicare Data Match Report	Case files developed to establish the government's right to recovery and/or impose other sanctions or corrective actions. Most of these involve pursuing recovery that contractors were unsuccessful with or clarifying Medicare policy. There may also be general correspondence reiterating Medicare policies.	Official Copy: Agency Payroll. Place report in inactive file after final action on the case at the close of the calendar year in which final action was taken. Retain 10 years after final action (EVT + 10 years) and destroy confidential.	Yes	Yes	Disposition authority is a Federal requirement under N1-440-01-05, Item 1.
Central Payroll Paper and Microfilm Records							
PAY00011	9000010 1	Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. These are the basis for all salary payments and are referred to on questions of back pay and income taxes. Also includes payroll voucher signature page for each payroll.	Official Copy: Agency Payroll. Creation + 4 years (CR+4 years) and destroy confidential. Working Copies: EVT - When no longer needed.	Yes	Yes	Payroll listing Payroll voucher signature page
PAY00012	90206	Payroll Inputs and Reports	Payroll Inputs and Reports: This series groups various source documents and output reports. Time & Collection System (TACS) Copies: Includes key source documents for time and collection system. Copies of these are also provided for the supervisor and the employee. The employee's copy is the employee's personal property. Paid Overtime	Official Copy: Agency Payroll. Creation + 5 years (CR+ 5 years) and destroy confidential. DOA Central Payroll Copy: Event (EVT varies from after superseded, after	Yes	Yes	Payroll Inputs and Reports (retained by agencies): -Time and collection System (TACS) forms or equivalent -Paid Overtime Documentation -Leave Request and Reporting -Agency Transaction Reports from DOA Central Payroll -WISPAY Source Documents (request salaries and payroll adjustments) Time & Collection System (TACS) Forms: Retention of the following

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			Documentation: Includes Paid Overtime Report, or equivalent, listing employees paid overtime during the pay period is generated by Central Payroll office on a biweekly basis. Report provides detailed documentation of overtime payments. Leave Request & Reporting: Documents used to request and/or report leave. Leave Request/Report form AD-19 or equivalent, is used by employee to request leave time and/or report leave taken. This series documents employee report and management authorization for scheduling leave and accounting for type of leave taken. The employee, the supervisor and others may receive copies of this form. Agency Transaction Reports - Central Payroll: Includes bi-weekly and occasional reports generated from DOA Central Payroll database and provided to agencies. Reports document transactions, adjustments, and reconciliations for the pay period. WISPER Source Documents: Records include various DOA Central Payroll adjustment and cancellation forms used by agencies to request adjustments to salaries and payroll deductions.	entered and verified, or after superseded or after a period between 1 pay period - 1 year) and destroy confidential. Working Copies: Includes Supervisor's copy. When not needed, not to exceed 1 year. See PAY00009 for electronic retention.			forms is based on FLSA requirements. • Leave Report, AD-TACS-1 or equivalent • Time Report, AD-TACS-2 or equivalent Agency Transaction Reports Central Payroll: Records include but are not limited to the following: • WRS Subsystem Transaction Report • WRS Subsystem Adjustments Report • WRS Subsystem Reconciliation Report • EPA (Exceptional Performance Award) and Relocation (Lump Sum DCA) Incentive Award Report • Equity Interim Merit Report (DCA) • Excessive FLSA Rate Report • Exempt Employees Claiming Leave Without Pay Report • WRS Detail Reconciliation Report - Quarterly WISPER Source Documents: • Deduction Authorization Report (DAR), DOA-CP-12C • Personnel Turnaround Document (PTD), DOA-CP-14C

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
PAY00013	90207	TACS Validation & File Maintenance Reports	Series includes reports used to monitor time, leave and other payroll functions, including: Validation Audit Trail Report, or equivalent, listing employee time reported. The report is generated by DOA Central Payroll office, on a biweekly basis. It provides a detailed accounting of employee time actions. L/A Bi-Weekly File Maintenance Reports: Includes various leave accounting forms and reports, used to add, delete and update information in the Payroll system. Central Payroll Bi-weekly & Annual Reports: Includes various bi-weekly and annual reports generated from the DOA Central Payroll system, on a bi-weekly, quarterly or annual basis and provided to agency Payroll personnel. Information in the database is extracted according to various sorts and used for easy reference purposes.	Official Copy: Agency Payroll. Retain for 5 years after creation (CR+5 years) and destroy confidential. DOA Central Payroll Copy: Retain for 5 years after creation (CR+5 years) and destroy confidential. Working Copies: Destroy when not needed.	Yes	Yes	L/A Bi-Weekly File Maintenance Reports: Records include the following forms and outputs. •Leave Accounting Transaction Processing Error Report •Leave Accounting File Maintenance Report (EOS) Central Payroll Bi-weekly & Annual Reports: Records include but are not limited to the following: •Processor Exception Report •Fringe Benefit Summary Report •Fringe Benefit Detail Report •LTE Tracking System •Length of Service Pay Report - Annual (after retention is met, this will no longer exist) •WRS Transaction Annual Report-Terminated Employees (after retention is met, this will no longer exist). •Leave Accounting Eligible Hours For Ensuing Year •Health, Life, ICI Worksheets •UC (Unemployment Compensation) Gross Earnings/Taxable Wage Report (goes electronically to UC quarterly via EOS) •Term Sabbatical Report •Central Payroll Data Validation Error Report
PAY00014	90208	State Payroll System Routine Forms and Reports	Records in this series include forms and reports used to maintain information in the State Payroll system. Information from documents is captured in the Payroll	Official Copy: Agency Payroll. Retain until Event (EVT is either resolved, verified, superseded or	Yes	Yes	Series includes but is not limited to the following: Time & Collection Maintenance Documents: Includes the following:

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			database and is needed only until the next pay period's reports are issued.	between 1 to 6 pay periods) and destroy confidential. Agency and Working Copies: Destroy confidential when no longer needed (until superseded by the next reporting cycle unless there is an outstanding issue that requires retention until the issue is resolved).			•DOA Central Payroll-generated Reports (all are EOS reports): -Conversion Audit Trail: report by leave type, generated for some, <u>not all</u>, agencies. -Time and Attendance Error Report -Time and Attendance Warning -Employee Schedule Listing -Employees Paid in More Than One Appointment L/A Bi-Weekly Routine Reports: Includes routine reports generated by DOA Central Payroll for the purpose of verifying data entered into the Payroll database. Records include the following: •L/A List of Credit Balances (overdrawn leave) •L/A Unused Vacation/ Holiday/ Compensatory Time (BLS) (EOS) •Supervisory Position Listing (BLZ) (EOS) •L/A File Maintenance Edit/Error Report (Paper only) •Leave Accounting Notice AD-20 (obsolete) Routine Withholding Authorizations and File Maintenance Copies: Includes copies of withholding authorizations that initiate file maintenance adjustments to an employee's pay amounts. Records in this series are the <u>copies</u> used to initiate payroll actions. Additional official copies of records are maintained as separate

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
							records series to administer wage assignment and garnishment functions, manage charity campaigns, authorize parking, etc. Employees may also receive copies.
PAY00015	New Series	Levy and Garnishment Files	Records consists of state employee wage actions for state or federal court ordered wage assignments or earning garnishments, federal IRS levies and Wis. Dept. of Revenue liens.	Official Copy: DOA Central Payroll. EVT + 3 years (Event is levy or garnishment is terminated) and destroy confidential. This is consistent with Federal requirement N1-GRS-92-4 item 18.	Yes	Yes	Change slips, work papers, correspondence, release and other forms, and reports for State and Federal wage assignments or garnishments (IRS Form 668A or equivalent). Reports show each individual state employee's name, department of employment, gross earnings, plaintiff/creditor name and/or amounts deducted.
PAY00016 Amended (see PAY0016A)	90209	Payroll/Leave History Reports – DOA Central Payroll	Records series consists of reports generated from the DOA Central Payroll database and that provides detailed history of bi-weekly payroll and leave transactions. Reports capture payroll and leave data and provide a "snapshot in time" of transactions. For long-term protection of employee-specific data that may affect employee leave, salaries or retirement benefits, reports are generated to computer output microfiche (COM), with master COM maintained in Central Payroll. Reports include those generated biweekly and annually if they are needed to provide a long-term information	DOA Central Payroll. Creation plus 15 years. (CR+ 15 years) and destroy confidential.	Yes	Yes	Records in this series include, but are not limited to, the following: •Payroll Register •Leave Accounting History Fiche Bi-Weekly •Leave Accounting Alpha Listing: Alpha list of employees. Bi-Weekly •Leave Accounting Waitfile Bi-weekly •Leave Accounting Transaction File Bi-weekly •Leave Accounting File Maintenance Bi-weekly •Statistical Leave Analysis Report Bi-weekly •Leave Accounting Report Pay period ending 6/30 Annual •Leave Accounting Report Pay period ending 12/31 Annual

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			audit trail of transactions by a number of key fields.				•Employee Benefits Statement Annual (EOS) •W2 Final Report Annual •Wage & Tax Statement (W-2 Report) Annual •Bi-weekly Year to date Proof
PAY0016A New	90209	Payroll/Leave History Reports – Agencies	Records series consists of reports generated from the DOA Central Payroll database and that provides detailed history of bi-weekly payroll and leave transactions. Reports capture payroll and leave data and provide a "snapshot in time" of transactions. For long-term protection of employee-specific data that may affect employee leave, salaries or retirement benefits, reports are generated to computer output microfiche (COM), with master COM maintained in Central Payroll. Reports include those generated biweekly and annually if they are needed to provide a long-term information audit trail of transactions by a number of key fields.	State Agencies: Agency Payroll copy. Creation plus 10 years and destroy confidential. (CR + 10 years)	Yes	Yes	Records in this series include, but are not limited to, the following: •Payroll Register •Leave Accounting History Fiche Bi-Weekly •Leave Accounting Alpha Listing: Alpha list of employees. Bi-Weekly •Leave Accounting Waitfile Bi-weekly •Leave Accounting Transaction File Bi-weekly •Leave Accounting File Maintenance Bi-weekly •Statistical Leave Analysis Report Bi-weekly •Leave Accounting Report Pay period ending 6/30 Annual •Leave Accounting Report Pay period ending 12/31 Annual •Employee Benefits Statement Annual (EOS) •W2 Final Report Annual •Wage & Tax Statement (W-2 Report) Annual •Bi-weekly Year to date Proof
PAY00017	90210	Payroll File Maintenance & Dumps	Items in this series generally have a short-term value, to control batch processing, transmit information, verify data entry to the data files, etc.	Official Copy: DOA Central Payroll. EVT (superseded, verified, or 1-3 pay periods) and destroy confidential.	Yes	Yes	Series includes the following: Central Payroll Routine File Maintenance & Dumps: Includes routine reports generated bi-weekly by the DOA Central Payroll system and used to provide file maintenance information on valid

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
				Agency Copy: Agency Payroll. Retain until EVT (1 pay period or no longer needed) and destroy confidential. NOTE: Agencies do not receive copies of all reports listed in this series. Working Copies: When not needed.			additions, errors and deletions to the database. Agency Payroll staff do <u>not</u> receive copies of these items. Reports include but are not limited to the following: •Net Check Registers •Mini DOA Register •WISPER Dump •WISPAY Dump •Leave Accounting Transaction File Edit Error Report •Payroll Error Register •Alpha Statewide Report •Social Security Listing Statewide Report •Deduction Update Transaction Error Report •W2 Preliminary Report
PAY00018	90211	Central Payroll Routine Reports	Records series includes routine reports generated for Central Payroll program management purposes.	Official Copy: DOA Central Payroll. Creation + 1 year (CR+1 year) and destroy. Agency Copy: Agency Payroll. Retain until EVT (no longer needed or superseded by final report) and destroy. NOTE: Agencies do not receive all reports listed in this series. Working Copies: Destroy when not needed.	No	No	Includes: Bi-weekly Consistency and Maintenance Reports: Consists of reports generated bi-weekly from the Central Payroll database. Reports are used by DOA Central Payroll staff and are not distributed to agency Payroll personnel. Records include but are not limited to the following: •Consistency Tests WISPER YTD Gross •Flat File Inconsistency Report Agency Preliminary Reports - Annual or Other: Contains reports generated from the Central Payroll database to provide preliminary data to agencies prior to generation

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
							of final reports or checks, including: •Preliminary Credits To Term Sabbatical Report
PAY00019	90212	Central Payroll Administrative Reports	Series includes various reports generated for the DOA Central Payroll to administer the Central Payroll System.	Official Copy: DOA Central Payroll. Creation + 2 years (CR+2 years) and destroy. Agency Copy: If copy received, treat as working copy. Working Copies: Destroy when not needed.	No	No	Including the following: Bi-Weekly Totals Reports: Includes DOA Central Payroll reports generated biweekly to provide information for Central Payroll. Agencies do not receive copies of most reports in this series. •Deduction Authorization Summary Report •Personnel Turnaround Summary Report By Agency •ERA Deduction Totals Report •Bi-Weekly Department Summary Report •Checks-State Treasurer Report •Deferred Compensation Totals Report Central Payroll Annual/Quarterly Reports: Includes reports generated on an annual or quarterly basis from the Central Payroll database and used only within DOA Central Payroll. Includes but is not limited to the following: •Dual Employment Report: •Deferred Compensation Over Deferral Report: Deferred Comp
PAY00020	90213	Central Payroll Accounting Documents	Records series consists of reports and correspondence that have fiscal audit values related to transfers of payroll funds. Series documents issues and concerns related to	Official Copy: DOA Central Payroll. Current fiscal year plus 4 previous fiscal years (FIS + 4	No	No	Items in this series include but are not limited to the following: •Electronic Deposit Correspondence between Central Payroll and banks that deposit

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			transfer of funds to banks for state payroll, reports that total deduction totals and other summary accounting reports that provide backup documentation to support the WISMART system.	years). Agency Copy: If copy received, treat as working copy. Working Copies: Not needed.			employee paychecks through electronic deposit. •ACH Cancellation Notice from bank.
PAY00021	90214	Employee Payroll & Benefit File - Agency Specific	Records series includes various documents that are maintained in the agency Payroll office throughout the employee's term of employment in that particular agency. Under the current payroll system, these documents are the responsibility of the employing agency. When employees leave one agency to transfer to another, they complete new withholding authorization and certain benefit forms that are covered in this series. The agency is <u>required</u> to maintain these documents for potential audit or legal purposes throughout the individual's employment in the agency <u>and</u> for seven years after the employee leaves for any purpose, including: -transfer to another state agency <u>or</u> -termination of state service- retirement, death, or termination.	Official Copy: Agency Payroll. During the employee's tenure in the agency, and for 7 years after the employee leaves the agency due to retirement, transfer or termination (Event+7 years and destroy confidential). Working Copy: Destroy when not needed.	Yes	Yes	Includes: <i>Withholding Agreements:</i> Records in this group include forms and agreements filed by each employee authorizing withholding of income from paychecks. Includes, but is not limited to the following agreement forms and authorizations: •W-4 Federal Withholding Allowances •WT-4 State Withholding Allowances •WT-4A State Employee Withholding Agreement •W-5 Earned Income Credit •ERA Program Automatic Premium Conversion Waiver/Revocation of Waiver, form ET-2340 •ERA Family Status Change •Electronic Deposit Authorization (keep only most current copy) •Union Dues Authorization Card (keep only most current copy) <i>Agency Copies - Non-ETF Voluntary Insurance Forms:</i> Includes application, enrollment and <u>evidence of insurability</u> forms for insurance programs that are <u>not</u>

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			<i>Agencies are advised to maintain an individual Payroll & Benefit Record File for each employee, containing these documents. It is <u>not</u> the same as the Personnel file. Alternatively, agencies may choose other filing methods so long as they meet <u>retention periods required for items in this series.</u></i> See page 20 for sample list of ETF Benefit related forms.				administered by the Department of Employee Trust Funds. Items include application and change forms for such insurances as dental, accidental death, major medical, etc. While insurance carriers will have policies on file for each enrollee in the program, the employing agency should maintain <u>copies</u> in this series. The employee also receives copies of items in this series for his or her own records.
PAY00022	90215	Employee Payroll Document Case Records- Transfer to New Agency	Under the current payroll system, when employees leave one agency to transfer to another, they do not complete new withholding agreements or authorization forms for the items that are covered in this series. Instead, the new agency will continue to follow payroll withholding procedures as established in these agreements. Unless the employee submits a change, this records series includes only those few withholding authorizations and agreements for which employees do not complete new forms and agreements upon transferring to a new agency. These records are needed to provide source documentation of the employee's payroll	Official Copy: Employee Moves to New Agency. Agency Payroll. EVT (employee termination with the agency) - forward with Personnel Transfer Record to new agency. (Agencies <u>must</u> keep a copy of all benefit related documents before transferring the original file to the new agency in the event of any corrections needed, etc. and retain them for 7 years and destroy confidential. See PAY00021 for	Yes	Yes	The employing agency should maintain these key documents throughout the employee's tenure in the agency and forward documents to the subsequent employing agency. If the employee leaves state service, include items in RDA PAY00021.

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			agreements and should be forwarded along with the Personnel Transfer Record to the new agency.	additional information.) Employee Term From State Service: Follow retention for record series RDA PAY00021 Working Copies: Destroy when not needed.			
PAY00023	90216	Tax Reports	Records series includes forms and reports related to employees' federal and state income tax withholding activities and documentation of withholding. This series also includes MILITARY PAY VOUCHERS that are created for employees receiving pay for active or reserve military service. Each state agency is responsible for maintaining records of its employees' tax withholding records. The Wage and Tax Statement (RDA PAY00016) also provides documentation of tax withholding for each employee.	Official Copy: Agency Payroll. Retain 4 years from due date or date filed or paid, whichever is later, and destroy confidential. This is in accordance to Federal and State retention requirements. Working Copies: Destroy when not needed.	Yes	Yes	Series includes but is not limited to the following forms and reports: • Employer's Quarterly Federal Tax Return • Federal Bi-Weekly Tax Deposit Coupon, • Payment Voucher • Statement to Correct Information • Corrected Income & Tax • Transmittal of Corrected Income and Tax • Wisconsin Tax Deposit Report Coupon • Employers Annual Reconciliation • Certificate of Exemption (Prepayment of Taxes), • Federal Income Tax, Social Security, Medicare Bi-Weekly Reports
PAY00024	90217	Summary Reports of Benefits Programs-Agency Copies	Records series includes copies of summary reports of benefit programs that are administered by the Department of Employee Trust Funds (ETF) and other	Official Agency Copy: Agency Payroll Office: Creation and 7 years (CR+7	Yes	Yes	Series includes but is not limited to the reporting forms listed on page 21. Agencies <u>must</u> retain copies of

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			insurance carriers as listed below. <i>Summary Reports to/from, ETF-Agency Copies:</i> This group of records includes various summary reports required to be sent to ETF by employing agencies. Reports are used to remit funds and provide information on benefits accrued in ETF-administered programs, including WRS, ERA, health, life, and ICI insurance's. Agencies have 7 years in which to correct information provided in the reports. <u>This series applies to agency copies of documents, not ETF records.</u> ETF also maintains an official copy of these records in: •RDA 515/00019, WRS Employer Transaction Reports: CR+40 years and destroy confidential •RDA 515/00037. Life/ICI/Health Remittance Reports: CR+7 years and destroy confidential	years) and destroy confidential Working Copies: Destroy when not needed.			reports sent to ETF if applicable to employees in their agency for seven years in order to correct information reported if necessary. <i>Summary Reports of Other Insurances:</i> This group of record covers agency copies if summary reports to or from administrators of other insurance programs. Reports include, but are not limited to, the following: •Dental Insurance reports •Accidental Death and Dismemberment (AD&D) reports •Major Medical, Catastrophic, Life Insurance (John Deere/Epic) reports. Insurance carriers maintain the official records of these items. This series covers the agency copies only.
PAY00025	New Series	Unemployment Compensation Files	Records includes requests and state action associated with state staff requesting Unemployment Compensation when there are layoffs or LTE assignments end.	Official Copy – Creation + 5 years (CR+5) and destroy confidential	Yes	Yes	These files may include, but are not limited to the following: Request to Employer for Wage and Separation Information (ETA-931), Notice of Determination or Redetermination (UCB-20), Check stubs, Earnings History Report,

RDA Number	Previous RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
							etc.
General Policies & Procedures							
PAY00026	New Series	Procedures Relating to State Payroll Operations	Established high level procedures associated with Payroll operations as established by DOA and agencies with delegated authority to perform specific Payroll operations.	Official Copy - Retain until superseded and destroy. Working Copies – Retain until no longer needed and destroy.	No	No	Payroll Procedure Manual Note: Procedures under this RDA have typically gone through a vetting process and are intended to support the agency's policies in a direct manner. This RDA does not necessarily include worker instructions which may be viewed as task-specific directions used to ensure compliance with policies and procedures.

RDA NOTES & ADDITIONAL INFORMATION

PAY00021 (formerly 90214): Agency Copies of ETF Benefit Documents: This group of records includes various application, enrollment and maintenance records that State employees use to participate in various benefit programs administered by the State Department of Employee Trust Funds (ETF) and non-ETF benefit programs. This series applies to agency copies of documents, not ETF records. Agency copies are considered official copies which should be retained for 7 years after the employee terminates/leaves/retires (see PAY00021 for further details).

ETF maintains an official copy of records listed below in the ETF Participant files of the department for the duration of the individual's term of employment with the state and/or annuity payment and for the following periods of time thereafter:

*RDA 515/00022 & 00022A, Death Benefit Participant Files: EVT (Closed by Death or Expired) + 25 years.

*RDA 515/00023 & 00023A, Separation Benefit Participant File: EVT (Closed by Separation Benefit or Single Sum Annuity) + 50 years.

Records document the employee's participation in the Wisconsin Retirement System (WRS), health insurance, life insurance, income continuation insurance (ICI), and certain other disability programs. Note: records in this series are confidential by ss. 40.07 Wis. Stats. Series may include but are not limited to the following forms:

- Group Life Insurance Continuation Notice, ET-2154
- Health Insurance Application/Change, ET-2301
- Life Insurance Application/Cancellation/Refusal, ET-2304
- Evidence of Insurability/Application – Group Life Insurance, ET-2305
- Income Continuation Insurance Application, ET-2307

- Evidence of Insurability/Application – Income Continuation Insurance, ET-2308
- Election to Reduce Amount of Life Insurance, ET-2309
- Continuation/Conversion Notice: Health Insurance, ET-2311
- Wisconsin Retirement System Enrollment, ET-2316
- Rehired Annuitant Election, ET-2319
- Employee Identification Correction/Change, ET-2810
- Life Insurance Continuation/Conversion Eligibility After Termination, ET-4203
- Sick Leave Escrow Application, ET-4305
- Accumulated Leave Certification, ET-4306
- Group Life Insurance Certification of Coverage, ET-4802
- Disability Medical Report, ET-5303
- Request for Life Insurance Disability Premium Waiver, ET-5306
- Request for Accumulated Leave Certification (Sick Leave), ET-5402
- Group Life Insurance Coverage During Disability, ET-5806
- Income Continuation Insurance Report of Employment and Earnings, ET-5901
- Notice of Death, ET-6301
- Notice of Death for Spouse or Dependent Child (Life Insurance), ET-6303
- Benefit Information Request, ET-7301

Note: The ETF Participant account records contain additional types of forms. However, the above lists most payroll-related forms. The employee also keeps copies of many items above for his or her own record.

PAY00024 (formerly 90217) (examples of reporting forms retained in employer records at ETF):

- Monthly Retirement Remittance Report, ET-1515
- ERA/Commuter Benefit Remittance Report, ET- 1516
- Over/Underpayment and/or Interest Due Notice, ET-1517
- ERA Expense Account Continuation Election, ET-1518
- Monthly State Employee's Health Insurance Coverage Report, ET-1607
- State Health Insurance Summary Report, ET-1608
- Annuitant Health Insurance Monthly Coverage Report, ET-1609
- Group Life Insurance Collection Report, ET-1610
- Monthly Premium Report Group Income Continuation Insurance (State and Non-Faculty), ET-1611
- Monthly Premium Report Group Income Continuation Insurance (UW Faculty), ET-1612
- Employee Transaction Report, ET-2533
- Group Health Insurance Monthly Additions Report, ET-2610
- Group Health Insurance Monthly Deletions Report, ET-2612
- Group Health Insurance Monthly Changes Report, ET-2614

Both the agency copy and copies sent to ETF are official copies. Agency Payroll copies should be kept for 7 years after created and destroy (see PAY00024 for further details).

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Superseded Records Series

RDA Number or Comment	Previous RDA Number	Record Series Title	Description	Retention	PII	Confidential	Use Case/Example
Superseded by PAY00011, Payrolls and Payroll Registers. This records series and retention is the same – it is just being moved to the Payroll and Related Records GRS.	90000101	Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. These are the basis for all salary payments and are referred to on questions of back pay and income taxes. Also includes copies of the payroll voucher signature page for each payroll.	Official Copy – Agency Payroll. Creation + 4 years (CR+4 years) and destroy confidential. Working Copies – EVT - When no longer needed.	Yes	Yes	Payroll listing Payroll signature pages
Superseded by Payroll and Related Records General Schedule, PAY00015, Levy and Garnishment Files. The new retention in PAY00015 is consistent with Federal requirement N1-GRS-92-4 item 18 for these records.	90000103	Wage Action Related Records	State employee wage actions consist of state or federal court ordered wage assignments or earning garnishments, federal IRS levies and Wisconsin Department of Revenue liens. The State of Wisconsin Employees with wage assignments report contains all state employees whom have automated wage assignments. The report shows each individual state employee's name, department of employment, kids pin, gross earnings, and the amount deducted for the wage assignment. The State of Wisconsin Employee garnishment payment report contains automated wage garnishments. The report shows each individual employee's name, department of employment, plaintiff/creditor name and the garnishment amount declared.	Official Record – CR + 50 and destroy confidential	Yes	Yes	

Other Payroll Related Records Series in the Fiscal & Accounting General Schedule:

Comment	RDA Number	Records Series Title	Description	Retention	PII	Confidential	Use Case/Example
This records series resides in the Fiscal and Accounting GRS as they are supporting documentation for payments issued through the accounting system and are retained with the financial documents.	90000100	Supplemental Payroll Vouchers	The payroll voucher is used to certify the gross salaries earned, various statutory deductions (either voluntary or mandatory) and net take-home pay for each person employed in a department. Legislative agencies use this payroll form for their monthly payroll. Supplemental payrolls are prepared by the agency payroll office when an employee is over or underpaid or if a paycheck was not generated for an employee on the payroll system. Payroll vouchers must have an authorized signature and must be submitted to DOA for audit and payment. Form DOA 6110 or equivalent is used for this purpose. Documentation may be attached to the submittal.	Official Copy – Current fiscal year + 6 years (FIS+6) and destroy confidential. Working Copies – EVT, until no longer needed and destroy.	Yes	Yes	
This records series resides in the Fiscal and Accounting GRS as they are supporting documentation for payments issued through the accounting system and are retained with the financial documents.	90000102	Central Payroll Bi-Weekly Payroll Voucher Signature Pages	The official signed payroll authorization for each state agency.	Official Copy – Current fiscal year + 6 years (FIS+6) and destroy.			

Closed Records Series

RDA Number or Comment	Record Series Title	Description	Retention	PII	Confidential	Use Case/Example
90205 This record series is a subset of PAY00008 and is a copy of the original record. If agencies use the data for other purposes they are responsible for scheduling those records based on what they are using/keeping the data for. OSER Roster is now covered in the HR Schedule, HR000202. PMIS is covered in the Budget Schedule, BUDG005.	Updated File	The updated file contains certain data extracted from the flat file, which is the source data, and used specifically to update the following other data systems: • <i>OSER Roster: OSER</i> (Office of State Employment Relations) maintains a statutory roster of State employees, containing a career history for each classified and unclassified employee in State service. The roster does <u>not</u> include data on personnel employed by the University of Wisconsin or Limited Term Employees (LTE's). See Personnel General Schedule for more information. • <i>PMIS - Personnel Management Information System:</i> This is a Statewide position tracking system for monitoring of numbered positions. State Budget Office staff use data to monitor and report on positions and for related budgeting purposes.	Official Copy – DOA Central Payroll. Retain bi-weekly pay period data for 10 years after creation (CR+10 years) and destroy confidential.	Yes	Yes	DOA Central Payroll creates copies of data for specific agencies to copy into agency-specific electronic files. Agencies should establish specific retention schedules for agency specific electronic payroll records that are not covered by this general schedule.

Revision History A listing of changes to this GRS.			
Revision Date	RDA Number	Record Series Title	Revision Made
Monday, 6-1-2015	PAY00016	Payroll / Leave History Reports – DOA Central Payroll	Amended to remove references to various “copies”. Title changed to reflect the RDA only pertains to DOA Central Payroll.
Monday, 6-1-2015	PAY0016A	Payroll / Leave History Reports – Agencies – Agencies	New RDA specific to Agency records.
Monday, 8-24-2015	PAY00026	Procedures Relating to State Payroll Operations	Clarifying note regarding procedures added to Use Case/Examples.

Appendix 1: Summary of Approved Statewide General Records Schedules

	Administrative Records General Schedule (August 2008-Rev Aug 2010)
	Budget and Related General Record Schedule (March 2002)
	Common Records In Wisconsin Local Units of Government (For Local Units Of Government Only-November 2009)
	Facilities Management General Schedule - Feb 2010 - (For Use By All Units of Government)
	Fiscal & Accounting Related Records General Schedule (June 2006)
	Fiscal & Accounting Related Records General Schedule (June 2006)
	Forms Management General Schedule (August 2006)
	Human Resources and Related General Schedule (November 2010)
	IT Business Records General Schedule (May 2008)
	IT Business Records General Schedule (May 2008)
	Library Operations General Schedule (August 2006)
	Library Operations General Schedule - PDF (August 2006)
	Mail & Messenger Services General Schedule (August 2006)
	Mail & Messenger Services General Schedule - PDF (August 2006)
	Motor Vehicle Management Records General Schedule (May 1999)
FTP	Payroll & Related General Schedule (November 1997)
	Purchasing & Procurement General Schedule (April 2003)
	Records Management General Schedule (August 2006)
	Wisconsin Public Library General Schedule (February 2006)
	Wisconsin School Districts (revised - May 2010)
	Workers Compensation General Schedule (July 1997)

General schedules are listed as a major category on the Public Records Board Home Page –

http://publicrecordsboard.wi.gov/Docs_by_cat_type.asp?doccatid=678&locid=165

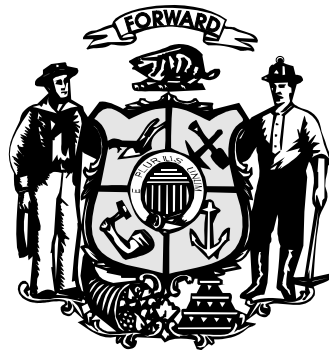
If you need further assistance, contact your agency records officer or the DOA Records Management Section at 266-2996 or 266-2770.

General Records Schedule

Wisconsin's Public Libraries and Public Library Systems and Related Records

Approved by the Public Records Board:

June 12, 2017



Expiration: June 12, 2027

For use by all units of Wisconsin Government at the State, County, and Municipal level

I. Scope

This schedule governs the records retention obligations of state agencies pursuant to [Wis. Stat. § 16.61](#), and applies to “public records” as defined in [Wis. Stat. § 16.61\(2\)\(b\)](#). These “public records” are referred to as “records” in this schedule.

This schedule covers records which most state agencies, including the University of Wisconsin System Administration, the University of Wisconsin Institutions, all Wisconsin counties, municipalities and other units of local government create and use in the operation of public libraries and public library systems. The schedule is applicable to all records regardless of format or media.

This general schedule may *not* include records which are unique to the mission of a single government unit. Records that are unique to the mission of a specific government unit require a separate Records Disposition Authorization (RDA). The department or institution is responsible for creating a RDA that must be submitted to, and approved by, the [Public Records Board \(PRB\)](#).

See the [Introduction to General Records Schedules](#) for additional information about how to use this schedule. In particular please review the restrictions on conditions that might preclude the authorized destruction of documents in the normal course of business including open records requests, ongoing legal holds, or audits currently underway or known to be planned.

This schedule goes into effect upon final approval by the Public Records Board.

Historical Records – Notification to State Historical Society

To adopt this General Records Schedule complete and submit form PRB-002, [Notification of General Records Schedule Adoption](#). Additionally, per [Wis. Stat. § 19.21](#) you are required to provide a 60-day notice to the Historical Society prior to the destruction of any records. Unless the Historical Society directs otherwise, the library may begin record destruction upon receipt of the response letter.

II. Records Format

Records covered in this schedule may be in paper, electronic, or other formats. Electronic format examples include those created or transmitted via e-mail, data contained in database systems, and tapes/cartridges. To safeguard the information contained in records maintained *exclusively* in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in [Wis. Admin. Code ch. Admin 12](#).

III. Personally Identifiable Information

Wisconsin law requires authorities to specifically identify certain record series within a general records schedule that contain Personally Identifiable Information (PII). [Wisconsin Stat. § 19.62\(5\)](#) defines PII broadly as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances.” Despite this broad definition, [Wis. Stat. § 16.61\(3\)\(u\)\(2\)](#), requires that record series within a schedule containing the following types of PII need not be identified as such: a) the results of certain computer matching programs; b) mailing lists; c) telephone or e-mail directories; d) record series pertaining exclusively

to agency employees; and e) record series that contains PII incidental to the primary purpose for which the records series was created, and f) those relating to state agency procurement or budgeting. If in doubt as to whether a specific record series contains PII, check with your agency legal counsel.

Information about identity theft and information security is available at <http://itsecurity.wi.gov/>.

IV. Confidentiality of Records

Most records are not confidential and are open to public disclosure, however, there are exceptions. This GRS 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.

V. Superseded Record Series

“Superseded” means that a new record series or RDA number has been used to cover records that were previously identified differently. The last column in the following GRS table titled “Previous RDA Number (if applicable)” provides a cross walk between new and any superseded RDA numbers. When revising a GRS, an attempt is made to retain the previous RDA number, providing the underlying records remain the same.

VI. Related Records

The “Related Records Series” section provides information on other record series in approved GRSs which may relate to the broader functional area of this GRS. These record series are listed to facilitate a more complete understanding of all the record series within the broad scope of this function of government. It may not however contain a complete listing of all records series used within your agency for these types of business records. See the “Related Records Series” section included in this document.

VII. Closed Record Series

When revising a GRS it is common for some previously included record series to be closed. The “Closed Series” section lists series containing records that are no longer created, nor are they expected to be in the future. See the “Closed Series” section included in this document.

VIII. Revision History

See the “Revision History” section for a listing of changes to this GRS.

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Board / Governing Body Materials for Libraries & Systems *Prior to destroying any records, review instructions in Scope section above.								
001	Bylaws	Bylaws of the public library or public library system.	No	No	Event and destroy	<i>Event is superseded</i>	Bylaws created and amended by the Board to establish the structure and responsibilities of the board, and the manner in which the library will meet its regulatory requirements.	
002	Annual Reports	Annual reports documenting the library's services and finances over the previous year.	No	No	Event + 2 years and destroy	<i>Event is date the report is submitted to DPI.</i>	These reports are submitted to the Board &/or Municipality and to DPI per Wis. Stat. ch. 43.58(6)(a).	003; 004
Administrative Files *Prior to destroying any records, review instructions in Scope section above.								
003	Donor Files – Monetary Donations	Information about monetary donations to the library and/or archives.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	Event + 5 years and destroy confidential	<i>Event is when the library acknowledges receipt of donation.</i>	May include receipts for donations, letters of acknowledgment, and supporting documentation.	012

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
004	Donor Files – Property Donations	Information about donors of property (such as artwork, furniture, computers, etc.) to the library and/or archives.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	Event + 5 years and destroy confidential	<i>Event is when item is no longer in library's possession or conditions of contract have been met.</i>	May include signed deed of gift forms, receipts for donations, letters of acknowledgment, contracts stating terms of donation and supporting documentation.	013; 115
005	Patron Incident and Disciplinary Files	Records regarding patrons who have received disciplinary action or prohibitory sanctions.	Yes	Yes, Wis. Stat. § 43.30(1m)	Event + 5 years and destroy confidential	<i>Event is the date of the incident or rule violation.</i>	May consist of letters sent to patrons describing the unacceptable activity and the prohibitions on patron privileges.	016
006	Purchase Request	Requests from library patrons requesting items to be added to the library collection.	Yes	Yes, Wis. Stat. § 43.30(1m)	Event + 1 year and destroy confidential	<i>Event is decision made regarding requested item.</i>		017
007	Request for Reconsideration of Library Materials	Suggestions received from a patron or patrons asking the library to discard or reclassify a specific item in the collection, the library's response and action if any.	Yes	No	Event + 6 years and destroy confidential	<i>Event is date decision is made by the library.</i>		019

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
008	Legal Opinions	Correspondence with the attorney who provided legal counsel to the library.	Yes	Yes, Wis. Stat. § 905.03	Event + 5 years and destroy confidential	<i>Event is date superseded or opinion is no longer relevant.</i>	These records may be covered by attorney-client confidentiality.	025
009	Litigation Files	Records documenting any litigation to which the library is a party.	Yes	Yes, Wis. Stat. § 905.03	Event + 5 years and destroy confidential	<i>Event is date case is closed and appeals exhausted.</i>	These records may be covered by attorney-client confidentiality. May include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc.	026
010	Accident Reports / Claims	Records pertaining to any incidents on the library premises by non-employees.	Yes	No	Event + 7 years and destroy confidential	<i>Event is the date of the reported incident.</i>	May include related information, such as witness statements, medical information, legal counsel, or subsequent claims.	015

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Financial Materials *Prior to destroying any records, review instructions in Scope section above.								
011	Budget Records	Records used to prepare the library's budget.	No	No	<i>Fiscal year + 6 years and destroy</i>		May include planning materials, such as current budget and financial reports, projections of revenue, expenses (materials, services, marketing, IT), and fixed costs, and requests by each department for funding.	028; 029
012	Annual Inventory and Depreciation Schedules	Records listing all major library property, electronic equipment and its book/materials value.	No	No	<i>Fiscal year + 5 years and destroy</i>		Items remain on the inventory until their active life has elapsed.	042
Integrated Library System, Interlibrary Loan & Information Technology *Prior to destroying any records, review instructions in Scope section above.								
013	Bibliographic Records and Finding Aids	Basic information about each title in the library collection and/or items in the archival collection.	No	No	<i>Event and destroy</i>	<i>Event is when item is withdrawn from the library's collection.</i>	Records are maintained in a card catalog system and shelf list, or electronically in an ILS.	87; 118
014	Item Level Record	Records documenting each individual copy of any title or item within the collection.	No	No	<i>Event and destroy</i>	<i>Event is when item is withdrawn from the library's collection.</i>	Record consists of links to a bibliographic record, plus the copy number, location, and availability.	088

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
015	Authority Files	Authority information used to identify names and subjects according to established rules in bibliographic records.	No	No	Event and destroy	<i>Event is when item is withdrawn from the library's collection.</i>	Records are deleted from an ILS when there is no longer an item to which it can refer (blind reference).	089
016	Patron Registration and Application Forms	Patron registration and applications used to identify each individual, including contact information, who may borrow materials or use library resources.	Yes	Yes, Wis. Stat. § 43.30(1m)	Event and destroy confidential	<i>Event is when the information has been entered into the Patron Database and information is verified for accuracy.</i>	Forms may include, registration or policy acknowledgement for other library services or privileges, such as acceptable use of the Internet.	090
017	Patron Level Record	Identifying information from the patron registration form and other information entered into the ILS to identify items currently borrowed, fines, holds, and special privileges.	Yes	Yes, Wis. Stat. § 43.30(1m)	Event and destroy confidential	<i>Event is when the card expires without renewal and all items are returned and fines paid, per library policy.</i>		091
018	Overdue Notices	Notices are sent to patrons to remind them to return borrowed items.	Yes	Yes, Wis. Stat. § 43.30(1m)	Event and destroy confidential	<i>Event is when fines are paid or are written off, per library or system policy.</i>	Notices may be generated manually or automatically by the ILS.	092

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
019	Library Use Reports and Statistics	Reports summarizing acquisition, interlibrary loan activity, catalog, and circulation activities.	No	No	Creation + 1 year and destroy		Libraries should be aware of what use report information their shared ILS retains.	093
020	Interlibrary Loan Records	Records used to track the request and return of library items with libraries outside the local ILS.	Yes	Yes, Wis. Stat. § 43.30(1m)	Event and destroy confidential	<i>Event is when item is returned to the lending library.</i>	Records indicate when and where the item was sent, when it is due back, and when it was returned.	095
021	Interlibrary Loan Request Records	Records providing information about items shipped, unfilled requests, conditional loans, renewal requests, and returns.	Yes	Yes, Wis. Stat. § 43.30(1m)	Event + 30 days and destroy confidential	<i>Event is when item is returned to the lending library.</i>		096; 097
022	Log of Interlibrary Loan Transactions	Information of ILL activity, date shipped, place shipped from and to, the title, and the date it was returned for all requests by member libraries.	No	No	Event + 30 days and destroy	<i>Event is when item is returned to the lending library.</i>	This log is a source document for monthly statistics.	098

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Departmental Records *Prior to destroying any records, review instructions in Scope section above.								
023	Internet, Equipment or Room Use Agreements	Patron agreements to abide by the library's policies when using a computer, the internet, and equipment or rooms at the library.	Yes	Yes, Wis. Stat. § 43.30(1m)	Event and destroy confidential	<i>Event is end of business day or when equipment or room are no longer in use.</i>	Agreements include the personally identifiable information about the patron.	103; 104
024	Reference Requests & Responses	Records documenting research or scholarly requests for information about or access to items within the institution's collections.	Yes	Yes, Wis. Stat. § 43.30(1m)	Event and destroy confidential	<i>Event is date request is fulfilled or response is provided.</i>	May include requester's contact information and records necessary for the administration of the institution's ILL program.	106
025	Programming and Events Files	Information about specific library programs or events.	No	No	Event + 1 year and destroy	<i>Event is date of the program or event.</i>	May contain a copy of materials developed for publicity and programming, and evaluation forms.	108; 109; 111;112
026	Contest Entry Forms	Forms used to award prizes for contests.	Yes	Yes, Wis. Stat. § 43.30(1m)	Event + 30 days and destroy confidential	<i>Event is when contest winner is determined.</i>	May include names, contact information, school, grade, and age.	110

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
027	Press Releases	Official press releases and related topical indexes.	No	No	Creation + 5 years and destroy			114
028	Archival Accession / Deaccession Records and Processing Files	Information documenting the transfer of legal and physical custody of materials (photographs, documents, objects, printed materials, furniture, etc.) to and from local history collections including what is retained or deaccessioned during collection processing.	Yes	May contain, Wis. Stat. § 43.58(7)(a)	Permanent		May include date of transfer, name or brief bio of the donor/creator, contents of container, documentation transferring intellectual property rights to the library, restrictions of collection on use and letter of acknowledgement.	116; 117
Library System / Shared Automated System Records *Prior to destroying any records, review instructions in Scope section above.								
029	Library System Plans	Plans identifying the services that are offered by the library system, and the budget for other services.	No	No	Event + 10 years and destroy	<i>Event is superseded.</i>	The system board approves the plan and it must also be approved by DPI. Retention per Wis. Admin. Code ch. PI 6.06(4)(a).	119

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
030	Materials and Rotating Collections Records	Lists of current materials available for use by member libraries.	No	No	<i>Event and destroy</i>	<i>Event is superseded or no longer needed.</i>	May include professional collections, supplemental materials, AV materials, or rotating collections.	122; 123
031	Materials and Rotating Collections Use Summary	Report of the circulation or distribution information from the system holdings to borrowers or member libraries' temporary holding status.	No	No	<i>Event + 30 days and destroy confidential</i>	<i>Event is when item is returned to the lending library.</i>		124
032	Delivery Service Forms	Records documenting ILL items that are in transit.	No	No	<i>Event and destroy</i>	<i>Event is when item has been delivered.</i>	May include courier routes and hub connections with other state, system, school district, and private courier services.	125; 126

Closed Series A closed series contains records that are no longer created, nor are they expected to be in the future.			
RDA Number	Record Series Title	Minimum Retention and Disposition	Rationale
008	Subject Files	ACT+5	Individual RDAs in the GRS cover records in a more succinct manner.
053	License and Permits	EXP+1	Not a public library record.
054	Inspection Reports	ACT	Not a public library record.
059	Mobile Collection Schedule	SUP	Duplicates 126 Delivery and Mobile Collections Schedule
094	Online Union Catalogs	ACT	Obsolete.
101	Interlibrary Loan (ILL) Reference Codes	ACT	Not a public library record.
102	ILL Periodical Title Requests	FIS+5	Not a public library record.
113	Library Newsletters	CR+3	Not a public library record.
121	Membership Lists	ACT	Not a public library record.
128	Workshop Calendars and Flyers	SUP	Not a public library record.
065	Union Membership		Obsolete
073	Union Contract Negotiation Files		Obsolete

Related Records Series

Information on other record series in approved GRSs which may relate to the broader functional area of this GRS. These record series are listed to facilitate a more complete understanding of all the record series within the broad scope of this function of government. It may not however contain a complete listing of all records series used within your agency for these types of business records.

RDA Number	Record Series Title	Description	Notes/Comments

Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board webpage.

<https://publicrecordsboard.wi.gov/Pages/GRS/Statewide.aspx>

Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	002	Policy Manual	Superseded by ADM00023.
01/2017	005	Minutes and Meeting Materials	Superseded by ADM00025.
01/2017	006	General Correspondence	Superseded by ADM00010.
01/2017	007	Director/Assistant Director's Reports	Superseded by ADM00025.
01/2017	009	Meeting Records – Internal Staff	Superseded by ADM00027.
01/2017	010	Procedures	Superseded by ADM00027.
01/2017	011	Planners/Calendars	Superseded by ADM00005.
01/2017	014	Grant Files	Superseded by ADM00013.
01/2017	018	Compliments/Complaints/Suggestions	Superseded by ADM00007.
01/2017	020	Strategic Planning – Development Documentation	Superseded by ADM00017.
01/2017	021	Strategic Planning – Final	Superseded by ADM00017.
01/2017	022	Open Records Requests	Superseded by ADM00022.
01/2017	023	Contracts	Superseded by PUR00010.
01/2017	024	Leases	Superseded by PUR00010.
01/2017	027	Staff/System Newsletters	Superseded by ADM00015.
01/2017	030	Annual Financial Report/Audit	Superseded by FIS00001 (previously 90000004).

Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board webpage.

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Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	031	Monthly Financial Reports	Superseded by ADM00001 (previously 90000002).
01/2017	032	Accounts Payable/Receivable	Superseded by FIS00020 (previously 90000021).
01/2017	033	Journal Entries/General Ledger	Superseded by FIS00020 (previously 90000021).
01/2017	034	Balance Sheet	Superseded by FIS00020 (previously 90000021).
01/2017	035	Deposit Slips and Cancelled Checks	Superseded by FIS00027 (previously 90000041).
01/2017	036	Invoices	Superseded by FIS00020 (previously 90000021).
01/2017	037	Purchase/Order Records	Superseded by PUR00010.
01/2017	038	Sales Records	Superseded by FIS00020 (previously 90000021).
01/2017	039	Cash Receipts	Superseded by FIS00020 (previously 90000021).
01/2017	040	Petty Cash Vouchers	Superseded by FIS00020 (previously 90000021).
01/2017	041	Bank Statements and Reconciliation	Superseded by FIS00020 (previously 90000021).
01/2017	043	State Tax Returns	Superseded by FIS00026 (previously 90000092).
01/2017	044	Payroll Deduction/Liability Records	Superseded by PAY00021.
01/2017	045	Insurance Policies	Superseded by RISK0025 & RISK00035.
01/2017	046	Request for Bids, Proposals and RFP	Superseded by PUR00010.
01/2017	047	W-2 Forms	Superseded by PAY00016A.

Revision History

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Superseded General Records Schedules available on the Public Records Board webpage.

<https://publicrecordsboard.wi.gov/Pages/GRS/Statewide.aspx>

Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	048	Employer Contributions to Retirement Accounts	Superseded by PAY00012.
01/2017	049	Electronic Funds Transfer	Superseded by PAY00021.
01/2017	050	Payroll Summaries	Superseded by PAY00011.
01/2017	051	Payroll Records	Superseded by PAY00011.
01/2017	052	Blueprints/Building Plans/Final Specifications	Superseded by FAC00015.
01/2017	055	Hazardous Material Safety Data Sheets	Superseded by RISK00048.
01/2017	056	Security Log	Superseded by FAC00086.
01/2017	057	Surveillance Recordings	Superseded by FAC00082.
01/2017	058	Vehicle Files	Superseded by FLEET013.
01/2017	060	Personnel Files	Superseded by HR000190.
03/2019	061	Interview Materials for Non-Hires	Superseded by HR000013 (previously HR000016).
01/2017	062	Open Application Files	Superseded by HR000022.
01/2017	063	Withholding Forms	Superseded by PAY00021.
01/2017	064	Health Plan Applications	Superseded by PAY00021.
01/2017	066	I-9 File	Superseded by HR000026.

Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board webpage.

<https://publicrecordsboard.wi.gov/Pages/GRS/Statewide.aspx>

Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	067	Staff Work Schedules	Superseded by ADM00005.
01/2017	068	Time and Attendance	Superseded by PAY00009.
01/2017	069	Vacation and Sick Leave Calculator and Report	Superseded by PAY00012.
01/2017	070	Time Off/Vacation Requests	Superseded by PAY00012.
01/2017	071	Employee Injury Records	Superseded by RISK0010.
01/2017	072	Grievances	Superseded by HR000110.
01/2017	074	Workers Disability Compensation Files	Superseded by RISK0010.
03/2019	075	Job Descriptions	Superseded by HR000190 (previously HR000045).
01/2017	076	Volunteer/Community Service Files	Superseded by HR000191.
01/2017	077	Continuing Education & Training	Superseded by HR000185.
01/2017	078	User Accounts	Superseded by IT000032.
01/2017	079	Confidentiality Form	Superseded by IT000033.
01/2017	080	Logon ID Request Acknowledged by User	Superseded by IT000033.
01/2017	081	Security Reports	Superseded by IT000026.
01/2017	082	Network Usage Logs	Superseded by IT000026.

Revision History

A listing of changes to this GRS.

Superseded General Records Schedules available on the Public Records Board webpage.

<https://publicrecordsboard.wi.gov/Pages/GRS/Statewide.aspx>

Revision Date	RDA Number	Record Series Title	Revision Made
01/2017	083	Electronic Equipment Inventory	Superseded by FIS00050 (previously 90000110).
01/2017	084	Web/Intranet Files	Superseded by IT000042.
01/2017	085	Library/System Website	Superseded by IT000042.
01/2017	086	Order Records	Superseded by FIS00020 (previously 90000021).
01/2017	099	Monthly ILL Transactions-Borrowing Statistics	Superseded by ADM00001.
01/2017	100	Monthly Statistics on Items Lent by Member Libraries	Superseded by ADM00001.
01/2017	105	Reference Statistics	Superseded by ADM00001.
01/2017	107	Publicity, Design, and Production Requests	Superseded by FIS00020 (previously 90000021).
01/2017	120	System Advisory Board Meeting Records	Superseded by ADM000025.
01/2017	127	Training and Workshop Records	Superseded by ADM00012.
01/2017	129	Registration Forms	Superseded by ADM00012.
01/2017	130	Workshop Statistics	Superseded by ADM00001.

COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE

GENERAL SCHEDULE [RECORDS COMMON TO MOST COUNTY AGENCIES, BOARDS, COMMISSIONS, COMMITTEES, DEPARTMENTS, OR OFFICES]

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Sheriff					
	Process / Identification Bureau					
	Squad Car Video Recordings	CR + 121 Days	§893.80 Wis. Stats.	Waived		



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action to cancel the December 23, 2019 meeting of the Village Board.

PREVIOUS ACTION:

ISSUE SUMMARY:

Typically the Village Board cancels the second meeting in December to avoid conflicts with recognized holidays. This year the meeting falls on December 23rd which is not a recognized holiday but the next day is. Business that needs to be addressed can be handled on the first meeting of December with remaining issues deferred to the first meeting of January in the next year. We have operated this way for three years now without disrupting operations. It is recommended the meeting be canceled and if it does need to be held, we will schedule a special meeting on a date and time to be determined the preceding week.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None