

City of Madison Records Retention & Disposition Schedule

Records Series No.	Record Series Title	Status	Format	Retention	Disposition	Description	PII	Conf	Expires	Regs
<b>GENERAL RECORDS SERIES - All Agencies</b>										
GS000001	ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE	Active	Paper, Electronic	FIS+7 years	Destroy - Destroy Conf	Records related to accounts receivable and accounts payable. May include write-offs, purchase orders, payment history records, invoices, receipts, vouchers, cash receipts, deposit forms, receipts for parking tickets, taxes, or background checks. Receipts may contain personally identifiable information.	Y	N	2026	
GS000004	FINANCIAL MANAGEMENT RELATED RECORDS	Active	Paper, Electronic	FIS+7 years	Destroy Confidential	Financial related records other than accounts payable/receivable. Includes, but not limited to, bank statements, journal vouchers, monthly reports, web reports, collections, and daily deposits.	Y	Y	2027	Wis. Stat. § 19.36(13) Wis. Stat. § 19.62(5)
GS000010	BUDGET REQUESTS - DEPARTMENTS	Active	Paper, Electronic	FIS+4 years	Destroy	Records related to development of the department's annual capital and operating budgets. Includes projections, analysis, proposals and supporting documentation.	N	N	2026	
GS000014	AGENDAS/MEETING SCHEDULES	Active	Paper, Microfilm, Electronic	FIS+5 years	Transfer-WHS	Agendas and/or minutes associated with City boards, commissions, committees, sub-committees, and additional public meetings. May include supporting documentation such as studies, plans, reports, public comment/petitions, and correspondence.  Records specific to legislation and policy will be retained under GS000056.	Y	Y	2026	Closed session materials may be confidential under Wis. Stat § 19.85(1)(c)(e)(f)(g). Materials must be identified as closed session-confidential.
GS000015	DEPARTMENT ANNUAL REPORTS	Active	Paper, Electronic	Permanent		Summary reports documenting the program activities and accomplishments of City departments and divisions.	N	N	2028	

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GS000018	GENERAL CORRESPONDENCE	Active	Paper, Electronic	CR+7 years	Transfer* to WHS or Destroy-Confidential	General correspondence generated or received by City staff and not directly related to a program. May contain personally identifiable information. <i>*Mayor's Office &amp; Dept/Div Heads correspondence is transferred to WHS.</i>	Y	N	2026	
GS000019	GENERAL OFFICE PROGRAM OR SUBJECT FILES	Active	Paper, Electronic	CR+7 years	Destroy-Confidential	General program or subject files generated and maintained by City staff. May include ad-hoc reports, project files, work plans, research materials, presentations, questionnaires, etc. Materials may contain personally identifiable information.	Y	N	2026	
GS000022	LICENSE RELATED RECORDS	Active	Paper, Electronic	FIS+7 years	Destroy-Confidential	License related records. Includes, but not limited to, applications for operator or liquor licenses, street permits, lobbying registrations and parcel permits.	Y	N	2027	
GS000024	PAYROLL RELATED RECORDS	Active	Paper, Electronic	FIS+7 years	Destroy-Confidential	Records related to the payroll process for City of Madison employees. Includes payroll system output, overtime reports, work schedules, tax documents, timesheets, work study documents, employee reimbursements (travel, mileage, equipment). Some documents may include personally identifiable information and/or social security numbers.	Y	Y	2026	Wis. Stat. §19.36(10)
GS000030	CONTRACTS	Active	Paper, Electronic	EVT+10 years EVT-End of contract term	Destroy-Confidential	Contracts executed by the City of Madison. Includes, but not limited to, memorandums of understanding; public works, purchasing, service, or development contracts; inter-governmental, advertising or cooperative agreements. Attachments or exhibits to the contracts may contain trade secrets or personally identifiable information.	Y	Y	2026	Wis. Stat § 19.36(5)
GS000037	GRANT FILES	Active	Paper, Electronic	EVT+7 years EVT-Date of final report or denial	Destroy-Confidential	Records related to grants received or issued by City agencies. Includes the application, notification of award/denial, receipt and expenditure of grant funds, and supporting documentation. Materials may contain personally identifiable information.	Y	N	2026	

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GS000038	HIRING AND RECRUITMENT	Active	Paper, Electronic	FIS+3 years	Destroy-Confidential	Hiring and recruitment documentation. May include requisitions, job postings, applications, resumes, test scores, interview notes, or correspondence.	Y	Y	2026	Wis. Stat. §19.36(10)
GS000039	VEHICLE MAINTENANCE	Active	Paper, Electronic	EVT+7 years EVT-No longer owned by the City	Destroy	Records documenting service and repair orders for City-owned vehicles. These records normally include maintenance orders, logs, pre-trip inspection cards, historical repair orders, historical inspection finish off sheets, out of service coach history folders, trouble call slips, etc.	N	N	2026	
GS000042	AUDITS	Active	Paper, Electronic	FIS+7 years	Destroy-Confidential	Financial and program audit reports and findings from both internal and external auditors. Some reports or findings may contain confidential information depending on agency and program being audited. Materials must be identified as confidential, if appropriate.	Y	Y	2026	Wis. Stat. §19.36
GS000050	PRODUCTION VIDEO	Active	Electronic, digital, film, tapes, DVD	EVT+3 mos EVT-When the subject or content is superseded, program ends, or no longer broadcast.	Transfer-WHS	Production video created by the IT Media Team, other city agencies, and outside sources for use by City agencies.	N	N	2024	
GS000051	SURVEILLANCE RECORDINGS (VIDEO)	Active		1) CR+120 days*, then destroy confidential. 2) Retain only until no longer needed, then reuse or destroy confidential.  *If the record is required for any legal or program purpose, including open records requests, evidence, claims or litigation holds, the record must be retained until no longer needed to meet the legal or program requirement.	Destroy-Confidential	Includes video recordings from transit (bus), traffic, facilities, or mobile surveillance cameras.  1) Recordings that are downloaded, printed or separately reserved or that document incidents that may lead to claims against the City.  2) Recordings showing no discernible incidents as defined by the owner-agency.	Y	Y	2025	Wis.Stat. § 48.396, 938.396 Wis.Stat. §19.35(1)(am)(2)(a) Wis.Stat. §19.35(1)(c) Wis.Stat. § 19.36(3)-19.36(12) Wis.Stat. §103.13

Records Series No.	Record Series Title	Status	Format	Retention	Disposition	Description	PII	Conf	Expires	Regs
GS000054	OPEN RECORDS REQUESTS	Active	Paper, Electronic	CR+3 years	Destroy-Confidential	Records relating to requests by individuals, groups or organizations for access to information and records. (Does not include copies of materials sent in response to the request which are covered under other RDAs.) Examples: original request, billing, receipt, follow-up letters, denials, requests for extension.	Y	Y	2026	May be confidential if requests from victims or contain specific medical information. Wis Stat 19.35(1)(am)
GS000056	LEGISLATION AND POLICY	Active	Paper, Microfilm, Electronic	Permanent As resources allow, select records will be scanned/imaged, retained electronically, and the paper/microform records offered/transferred to the Wisconsin Historical Society for preservation.		Records resulting from the City Council, commissions, committees, subcommittees, and mayoral staff documenting the creation, modification, and implementation of City of Madison policies, procedures and ordinances. May include, but not limited to, resolutions, ordinances, administrative procedure memorandum, minutes, studies, plans, reports, maps, public comments/petitions, and correspondence. 2004-Present, records are retained electronically within the City of Madison's legislative information center system. Prior to 2004 records are in paper or microform format.	Y	Y	2026	Wis. Stat § 19.85(1)(c)(e)(f)(g) - closed session materials.  Wis. Stat. § 905.03 - may contain records protected by attorney-client privilege.  Materials must be identified as confidential.

Records Series No.	Record Series Title	Status	Format	Retention	Disposition	Description	PII	Conf	Expires	Regs
GS000060	UNSUCCESSFUL BIDS	Active	Paper, Electronic	EVT+90days EVT-Bid Closing Date	Return/ Delete	The City issues bids for Public Works and other projects on a continuing basis. Occasionally, the bid is unsuccessful and the submitted responses to the bids will not be opened due to reasons such as: 1) It was a single bid and the project will be rebid to attract more bidders. 2) The submitted bids included one or more ineligible bidders (not prequalified), leaving no eligible or a single eligible bid submitted. 3) Other flaws with the bid process.  Unopened bid responses will be returned to the bidder and electronic submissions will be deleted.	Y	Y	2025	Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5). Some information may qualify for other legal protection such as copyright, patent, trademark or licensing.
GS000065	PERSONNEL RELATED FILES	Active	Paper, Electronic	EVT+3 years EVT-Separation from City employment	Destroy-Confidential	Personnel related records retained by individual departments for hourly/seasonal employees. May include copies of personnel related records for permanent staff.  *Official personnel records for permanent staff are retained by HR (See HR000013). Department personnel files for permanent staff should be sent to HR upon separation from City employment.	Y	Y	2026	Wis. Stat. § 19.36(10)
GS000066	PROCUREMENT REQUEST FOR BID/PROPOSAL/INFORMATION	Active	Paper, Electronic	FIS+7 years	Destroy-Confidential	Documents related to the procurement of goods and services which may require a request for information, bid, or proposal. May include committee activities, official request, record of award, amendments, protests, disputes, complaints, correspondence and related records.	N	Y	2026	Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5). Some information may qualify for other legal protection such as copyright, patent, trademark or licensing.
GS000067	REGISTRATION STATEMENT	Active	Paper, Electronic	CR+7 years	Destroy-Confidential	Registration Statement form completed by citizens to indicate support of, opposition to, or wish to speak about current issues being discussed at a public meeting of the City Council, committee, board, commission, or other public entity.	Y	N	2027	

Records Series No.	Record Series Title	Status	Format	Retention	Disposition	Description	PII	Conf	Expires	Regs
GS000068	RECORDINGS FOR MEETING MINUTES	Active	Digital	EVT+90 days EVT-Minutes approved	Destroy	Audio or video recordings made for the purpose of preparing minutes of meetings. Recordings may be destroyed/deleted, overwritten, or recorded over after retention period has been met.	N	N	2028	
<b>Agency-Specific RDA'S</b>										
<b>/30/ ASSESSOR</b>										
AS000001	ASSESSMENT ROLL RECORDS	Active	Paper, Electronic, Microform	FIS+7 years	Destroy- Confidential	Listing of all properties in the City of Madison. Includes address, parcel number, owner, and assessment.	Y	N	2026	
AS000002.	ASSESSMENT OBJECTIONS	Active	Paper, Electronic	FIS+7 years	Destroy- Confidential	Records related to assessment objections including Board of Review and Board of Assessors hearings and supporting documentation.	Y	Y	2026	May contain closed session materials. Wis. Stat. § 19.85(1)
AS000004	CONTROL & SCHOOL DISTRICT TOTALS	Active	Paper, Electronic	FIS+50 years	Destroy	Assessment control total and school district total reports for real estate and personal property (total of all assessments by classification).	N	N	2026	
AS000008	PROPERTY FILES	Active	Electronic, Paper	Permanent		Includes field cards, exemption apps and docs, plats, annexation worksheets	Y	Y	2024	Wis.Stat. § 70.47, MGO 33.08
AS000015	PROPERTY STATEMENTS	Active	Paper, Electronic	FIS+7 years	Destroy- Confidential	Statements of Personal Property and supporting documentation completed and submitted by business owners to report personal property that is subject to assessment. Supporting documentation may include financial records or statements.	Y	Y	2026	Wis. Stat. § 19.36(13)
AS000021	TRANSFERS	Active	Paper, Electronic	FIS+7 years	Destroy- Confidential	Real Estate Transfer Return records. May include name, buyer/seller information, sale price.	Y	N	2027	
<b>/02/ ATTORNEY</b>										
AT000002	BUILDING AND HEALTH CODE VIOLATIONS	Active	Paper	CR+5 years	Destroy- Confidential	Building & health code violation files contested in Madison Municipal Court.	Y	Y	2026	
AT000004	LONG TERM LEGAL FILES	Active	Paper	EVT+10 years EVT-No longer relevant or in dispute	Transfer WHS w/authority to select	This record series includes files that reflect the negotiation and resolution of high profile, longstanding and recurring disputes.	Y	Y	2028	Wis. Stat. § 905.03
AT000005	TRAFFIC VIOLATIONS	Active	Paper	CR+3 years	Destroy- Confidential	Prosecution files of ordinance violations contested in Madison Municipal Court and Dane County Circuit Court.	Y	Y	2026	

Records Series No.	Record Series Title	Status	Format	Retention	Disposition	Description	PII	Conf	Expires	Regs
AT000006	ATTORNEY MISCELLANEOUS ASSIGNMENTS	Active	Paper	CR+7 years	Destroy-Confidential	Attorney files not needing to be kept for an extended period of time. E.g. legal research, memos, etc.	Y	Y	2024	Wis. Stat. § 905.03
AT000007	EXTENDED LITIGATION	Active	Paper	CR+15 years	Destroy-Confidential	Lawsuits involving the City of Madison.	Y	Y	2024	Wis. Stat. § 905.03
AT000008	PUBLIC HOUSING EVICTIONS AND SECTION 8	Active	Paper	CR+3 years	Destroy-Confidential	CDA Public Housing and S8 matters.	Y	Y	2024	Wis. Stat. § 905.03
<b>/45/ CITY CLERK</b>										
CC000100	VOTED BALLOTS	Active	Paper	EVT+22 months EVT-Election	Destroy	Voted ballots from elections.	N	N	2020	
CC000101	VOTER REGISTRATION FORMS	Active	Paper	CY+95 years	Destroy-Confidential	Voter Registration Forms - may include proof of residence documentation. May contain completed forms from "confidential voters" as designated under Wis. Stat. §6.47.	Y	Y	2024	Wis. Stat § 6.35 and 6.47
CC000102	CAMPAIGN FINANCE REPORTS	Active	Electronic	EVT+7 years EVT-Receipt of a Termination Report	Destroy-Confidential	Campaign finance reports and forms filed with the City of Madison Clerk's Office on behalf of local candidates. Includes forms required by Chapter 11 of the Wisconsin Statutes.	Y	N	2027	
CC000104	STATEMENTS OF INTEREST	Active	Electronic	FIS+7 years	Destroy-Confidential	All elected and appointed officials and designated employees of the City of Madison file a Statement of Interest annually to ensure compliance with MGO 3.35(5). The Statement of Interest includes information related to an individual's employer, creditors, real estate holdings, or connection to an organization or corporation/business.	Y	Y	2027	Wis. Stat. § 19.36(10)(a) Wis. Stat. § 19.36(11) Wis. Stat. § 950.04(1v)(dr) MGO 3.35(9)(g)5
<b>/04/ CIVIL RIGHTS</b>										
DCR00001	AFFIRMATIVE ACTION PLANS	Active	Electronic	EVT+6 years EVT-Expiration	Destroy	Documents submitted by contractors doing business with the City to demonstrate their compliance with Affirmative Action requirements per MGO 39.02.	N	N	2027	
DCR00002	BUSINESS ENTERPRISE PROGRAM	Active	Paper	FIS+7 years	Destroy-Confidential	Records related to the City's Targeted Business Enterprise Program. Includes applications, re-certifications, and supporting documentation including tax returns.	Y	Y	2027	Wis. Stat. § 71.78

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DCR00003	CONTRACT COMPLIANCE FILES	Active	Electronic	EVT+7 years EVT-Close out date	Destroy- Confidential	Small business enterprise reporting documents submitted with bid documentation, monthly employment utilization reports, committed cost status reports, certified payroll records, targeted business enterprise plan documents.	Y	N	2027	
DCR00004	ACCESSIBILITY PLANS	Active	Paper	EVT+3 years EVT-Expiration	Destroy	Accessibility plans submitted by community based organizations to ensure programmatic and physical accessibility for people with disabilities.	N	N	2027	
DCR00005	EQUITABLE WORKFORCE PLANS	Active	Electronic	CR+20 years	Destroy	Equitable workforce plans submitted by agencies, job availability reports and supporting documentation.	N	N	2027	
DCR00006	CONTRACTOR JOB POSTING DOCUMENTS	Active	Electronic	EVT+3 years EVT-Posting expiration	Destroy	Job announcements submitted by contractors doing business with the City of Madison (per requirement of their AA Plan).	N	N	2027	
DCR00007	FEDERAL EEO4 REPORTS	Active	Electronic	EVT+1 day EVT-Confirmed receipt	Destroy	Report summarizing City of Madison workforce by salary, job function, race, ethnicity, and gender. Reports are entered into the federal EEOC database.	N	N	2027	
DCR00008	CLOSED CASES	Active	Paper, Electronic	EVT+5 years EVT-Case closed, complaint resolution, date of denial or withdrawal	Destroy- Confidential	Records pertaining to discrimination complaints, including the complaint, investigation materials, hearing recordings, reports, and supporting documentation. Effective May 2018, official version will be electronic.	Y	Y	2027	Wis. Stat 19.35(1)(am)1 Wis. Stat. 905.03 Wis. Stat. 146.82 Wis. Stat. 51.30(4)(a) Attorney-Client Communications Judge's Notes (HIPAA)-CFR 45 Part 164
DCR00009	DECISION DIGEST	Active	Paper, Electronic	Permanent		Series of decisions issued by the Hearing Examiner in which cases are summarized and indexed by topics/legal issues.	Y	N	2027	
DCR00010	APM 3-5 INVESTIGATIONS	Active	Paper	EVT+8 years EVT-Separation from City employment	Destroy- Confidential	Records pertaining to internal discrimination complaints alleging violation of APM 3-5.	Y	Y	2027	Wis. Stat. 19.35(1)(am)1 Wis. Stat. 19.36(10)



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<b>/53/ ENGINEERING</b>										
EN000002.	SPECIAL PROJECTS	Active	Paper, Electronic	EVT+10 years EVT-Project Closed	Destroy	Plans and specifications for sanitary, sewer, street, sidewalk, water main, and other misc construction within the City of Madison	N	N	2022	
EN000003.	STREET PROJECTS	Active	Paper, Electronic	EVT+10 years EVT-Project Closed	Destroy	Plans and specifications for sanitary, sewer, street, sidewalk, water main, and other misc construction within the City of Madison	N	N	2022	
<b>/33/ FINANCE</b>										
CP000001	AMBULANCE RECORDS	Active	Paper, Electronic	FIS+7 years	Destroy- Confidential	Records related to billing for the City's ambulance service. May include patient care report, correspondence, billing and collection documents.	Y	Y	2026	Wis. Stat. 146.82 HIPAA-CFR 45 Part 164
CP000003	DEBT ISSUES & DEBT SERVICE PAYMENTS	Active	Paper, Electronic	FIS+28 years	Destroy	Debt issues and debt service payment records. May include wire transfers, general ledger, correspondence and reports for the transfer of debt service payments. May also include underwriting documentation, official statements and bond ratings.	N	N	2026	
CP000008	INCOME TAX RECORDS	Active	Paper, Electronic	FIS+10 years	Destroy- Confidential	Records related to employees' federal and state income tax withholding activities and City payroll tax records.	Y	Y	2028	Wis. Stat. § 19.36(10) Wis. Stat. § 19.36(13) Wis. Stat. § 71.78
CP000009	INSURANCE PEMIUM PAYMENTS	Active	Paper, Electronic	FIS+10 years	Destroy- Confidential	Documentation for employee-related insurance premium payments. Includes payments for health and wage, dental, life, disability insurance, etc.	Y	Y	2028	Wis. Stat. § 19.36(10) Wis. Stat. § 19.36(13)
CP000011	WRF FILES	Active	Paper, Electronic	FIS+10 years	Destroy- Confidential	Wisconsin Retirement Fund (WRF) files including monthly & annual reconciliation of earnings and contributions, employee detail.	Y	Y	2028	Wis. Stat. § 19.36(10) Wis. Stat. § 19.36(13)
CP000012	RISK MANAGEMENT LIABILITY CLAIMS AND INCIDENT REPORTS	Active	Paper, Electronic	CR+30 years	Destroy- Confidential	Liability claims against the City and City incident reports. Documents may include accident reports, damage reports, estimates, and claim reports.	Y	Y	2026	Wis. Stat. § 146.82, Wis. Stat. § 51.30
CP000013	INSURANCE POLICY - LIABILITY	Active	Paper	Permanent	PERM	Documentation related to liability insurance policies. Includes the policies and coverage limits.	N	N	2026	
CP000014	UNDERWRITING & RUN LOSS	Active	Paper, Electronic	FIS+7 years	Destroy	Records include underwriting documentation and Risk Management run-loss reports. Run-loss reports may contain personally identifiable information.	Y	N	2026	



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FD000008	PATIENT REFUSAL FORMS	Active	Paper	Permanent	PERM	Forms document instances where the patient was treated, but NOT transported to a hospital.	Y	Y	2019	HIPAA 45 CFR Part 164
FD000009	FIRE REPORTS	Active	Electronic	FIS+5 years	Destroy-Confidential	Reports of fire dispatch calls. Includes dispatch time and specific incident type.	Y	N	2024	Not confidential per Wis Stat 256.15(12)(b).
FD000010	JUVENILE RECORDS	Active	Paper	FIS+18 years	Destroy-Confidential	Records from the Children and Fire Program to include information about fires juveniles have set or other instances of fire play.	Y	Y	2026	HIPAA-CFR 45 Part 164 Wis. Stat. 48.396 Wis. Stat. 938.396
<b>/77/ HEALTH</b>										
PH000001	CHEM LAB	Active	Paper, Electronic	FIS+6 years	Destroy-Confidential	Laboratory records including raw data, instrument printouts, log-in, chain-of-custody, QC records, on-site audit reports and laboratory reports. The records are pertinent to landfill, groundwater, lakes and outfalls, and private well and non-storm water programs. Private well laboratory reports are kept confidential as they may relate to medical information of the well owner.	Y	Y	2028	HIPAA-CFR 45 Part 164
PH000002	COMMUNICABLE DISEASE	Active	Paper, Electronic	FIS+7 years	Destroy-Confidential	Medical records related to the Health Department's sexually transmitted infections clinics. Includes medical documentation from outside sources (e.g., State Lab of Hygiene) and/or documentation obtained from clients as a result of services provided (health history, testing results, treatment provided, lot numbers).	Y	Y	2028	HIPAA-CFR 45 Part 164
PH000003	DENTAL	Active	Electronic	FIS+7 years	Destroy-Confidential	Documentation related to the Health Department's dental clinics for adults and children. Includes client and household information, referrals, and dates of treatment.	Y	Y	2028	HIPAA-CFR 45 Part 164
PH000004.	FAMILY RECORDS PROGRAM	Active	Paper, Electronic	FIS+7 years	Destroy-Confidential	Compilation of documents regarding clients, their household members and contacts who were referred for and/or received public health services or who were contacted by public health.	Y	Y	2026	45 CFR Part 164 (HIPAA)

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PH000006	IMMUNIZATION ADMINISTRATION	Active	Paper, Electronic	Permanent		Records related to the administration of immunization clinics and programs. Includes screening and consent forms completed for children and adults, as well as, vaccine documentation (manufacturer and lot number of the vaccine).	Y	Y	2028	45 CFR Part 164 (HIPAA) 42 U.S.C. § 300aa-25(c)
PH00008A	WIC PROGRAM	Active	Paper, Electronic	CR+3 years	Destroy-Confidential	Records related to the State of Wisconsin's Women, Infants and Children (WIC) Program. This record series includes required forms signed by participants in the program as part of the annual eligibility certification process, e.g., WIC Rights & Responsibilities, Affirmation Forms, Release of Information, and Prescription for Formulas and Nutritional Supplements.	Y	Y	2028	HIPAA-CFR 45 Part 164
PH00008B	WIC REPORTING	Active	Paper, Electronic	EVT+0 days EVT-ROSIE receipt confirmation	Destroy-Confidential	Records related to the State of Wisconsin's Women, Infants and Children (WIC) Program. This record series includes documentation completed by WIC participants for entry into the State's Real-time Online Statewide Information Environment (ROSIE). Information entered includes personally identifiable information, income, health history and hemoglobin test results, completed questionnaires, and care plans.	Y	Y	2028	HIPAA-CFR 45 Part 164
PH000010	WELLS AND SEPTIC SYSTEMS	Active	Electronic	Permanent		Documents and describes the wells and septic systems in Dane County.	Y	N	2021	
PH000011	LICENSED ESTABLISHMENTS	Active	Paper, Electronic	CR+7	Destroy-Confidential	Documents related to initial licensing process, pre-inspections, monthly/annual inspections, re-inspections for corrected violations, fire calls, new owner/operator, change of address, enforced closures and re-openings to out-of-business.	Y	N	2023	
PH000012	PUBLIC HEALTH MERGER AND FACILITY PLANNING	Active	Paper, Electronic	EVT+7 EVT-Merger complete or facility open	Transfer WHS	Proceedings from a) the merger between the Madison Dept of Public Health and the Dane County Div of Health; and b) other facility planning.	N	N	2028	
PH000013	ANIMAL SERVICES INCIDENTS	Active	Paper, Electronic	CR+7 years	Destroy-Confidential	These records are completed Animal Services forms related to licensing issues & violations and other related incidents.	Y	Y	2024	Wis.Stat. 146.82, HIPAA CFR Parts 160 & 164

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PH000014	WEDSS REPORTING	Active	Paper, Electronic	EVT+0 days EVT-WEDSS receipt confirmation	Destroy-Confidential	Documentation collected for reporting to the Wisconsin Electronic Disease Surveillance System (WEDSS) managed by the Wisconsin Department of Health Services. Information reported to WEDSS includes test results, follow-up, and treatment for clients with communicable diseases. Includes sexually transmitted infections, tuberculosis (TB), and other communicable diseases.	Y	Y	2028	HIPAA-CFR 45 Part 164
PH000015	TB HISTORICAL	Active	Electronic	Permanent		Tuberculosis (TB) historical records. This record series includes test results, and documentation of follow-up contacts and treatment services for clients testing positive for TB during the period 1980-2011. These records were created prior to Wisconsin Department of Health Services' electronic collection system (WEDSS) so are not included in that system.	Y	Y	2028	HIPAA-CFR 45 Part 164
<b>/38/ HUMAN RESOURCES</b>										
HR000001	APPEALS AND PETITIONS	Active	Paper, Electronic	EVT+3 years EVT-Appeal decision	Destroy-Confidential	Records associated with employee appeals and petitions to disciplinary actions.	Y	Y	2026	Wis. Stat. § 19.35(1)(am)
HR000002	CLASSIFICATION STUDIES	Active	Paper, Electronic	FIS+2 years	Destroy	Individual and class action classification studies including supporting documentation.	N	N	2026	
HR000004	CRIMINAL BACKGROUND CHECKS	Active	Paper, Electronic	CR+10 years	Destroy-Confidential	Criminal background checks for all candidates and hires in those situations where an agency chooses or is required to perform such checks.	Y	Y	2026	Wis. Stat. § 19.36(10)
HR000006	FLEX SPENDING	Active	Paper, Electronic	EVT+8 years EVT-Separation from City employment	Destroy-Confidential	Applications and other records related to the flex spending program.	Y	Y	2026	Wis. Stat. §19.36(10)
HR000011	LIFE AND WAGE INSURANCE	Active	Paper, Electronic	EVT+8 years EVT-Separation from City employment	Destroy-Confidential	Applications and change requests for employee life and wage insurance benefits.	Y	Y	2026	Wis. Stat. § 19.35(1)(am)
HR000013	OFFICIAL PERSONNEL FILE	Active	Paper, Electronic	EVT+8 years EVT-Separation from City employment	Destroy-Confidential	Official personnel file for City of Madison employees (other than MPD). Includes personnel actions, disciplinary records, and position documentation.	Y	Y	2026	Wis. Stat. 19.36(10)
HR000014	BARGAINING RECORDS	Active	Paper, Electronic	EVT+15 years EVT-Expiration of resulting agreements	Destroy-Confidential	Bargaining records including agreements, correspondence, notes, and other documents.	N	Y	2026	Wis. Stat. 19.85(1)(e)

Records Series No.	Record Series Title	Status	Format	Retention	Disposition	Description	PII	Conf	Expires	Regs
<b>/34/ INFORMATION TECHNOLOGY</b>										
IT000020	ARCHIVED WEBSITES	Active	Electronic	EVT+1 year EVT-when superseded	Destroy	Snapshots of city agency websites w/static content. When a new site is developed, a snapshot of the current site is taken and saved as either html or cfm. The saved copy is used as a reference to ensure content was transferred from the old to the new site.	N	N	2025	
IT000021	RDAs	Active	Paper, Electronic	EVT+25 years EVT-Closed or Superseded	Destroy	Records Disposition Authorizations (RDA) used by the City and approved by the WI PRB.	N	N	2026	
IT000022	RECORDS INVENTORY DISPOSITION	Active	Paper, Electronic	CR+25 years	Destroy	Records documenting authorized/approved destruction of records or records transferred to the WHS from either the City or SRC.	N	N	2026	
<b>/08/ MAYOR'S OFFICE</b>										
MA000001	MAYOR'S CORRESPONDENCE & GENERAL SUBJECT FILES	Active	Paper, Electronic	EVT + 1 year EVT-End of tenure	Transfer to WHS	These records include the Mayor's correspondence on official matters and subject files related to the City's issues and operations. May contain records protected by attorney-client privilege.	Y	Y	2028	Wis. Stat. § 905.03
MA000002	MAYOR'S CALENDAR	Active	Electronic	EVT + 1 year EVT-End of tenure	Transfer to WHS	Includes the Mayor's calendar of official activities.	Y	N	2028	
<b>/50/ METRO</b>										
ME000001	ACCIDENTS AND INCIDENTS	Active	Paper	EVT+7 years EVT-Date of accident/incident	Destroy- Confidential	Records related to accidents and incidents involving Metro Transit drivers. Includes driver and supervisor reports, and witness statements.	Y	Y	2026	Wis. Stat. §19.35(1)(am)(1) Wis. Stat. §19.36(10)
ME000002	PARATRANSIT RECORDS	Active	Paper	EVT+7 years EVT-Date of ride or file closed	Destroy- Confidential	This record series includes driver manifests for paratransit rides and includes eligibility information for riders.	Y	Y	2026	Wis. Stat. §19.35(1)(am) HIPAA-CFR 45 Part 164
<b>/11/ MONONA TERRACE</b>										
MT000001	CAMPAIGN TILES	Expired		Permanent						
MT000002	EVENT FILES	Active	Paper, Electronic	FIS+7 years	Destroy- Confidential	Event files include records related to event spaces rented at Monona Terrace and may contain contracts, correspondence, floor plan setup diagrams, etc.	Y	N	2026	
MT000003	Pre-Opening Records	Active	Paper	Permanent		Records of the building construction, opening ceremonies, press releases, contracts, etc.	N	N	2018	

Records Series No.	Record Series Title	Status	Format	Retention	Disposition	Description	PII	Conf	Expires	Regs
<b>/39/ MUNICIPAL COURT</b>										
MC000001	MUNICIPAL COURT CASES	Active	Paper	EVT+10 years EVT-Date paid or dismissed	Destroy- Confidential	Municipal court case files. Files include ordinance citation/complaint information, hearing notices and judgements relating to the case.	Y	Y	2028	Wis. Stat. § 19.35(1)(am)(1) Wis. Stat. § 19.36(2)
MC000002	COURT AUDIO RECORDINGS	Active	Electronic	CR+10 years	Destroy- Confidential	Audio recordings of Municipal Court hearings for violations of City ordinances. Retention set by WI Supreme Court Rule 72.01(47).	Y	Y	2026	Wis. Stat. § 19.35(1)(am)(1) Wis. Stat. § 19.36(2)
MC000003	CITATIONS	Active	Paper	EVT+5 years EVT-Date paid or dismissed	Destroy- Confidential	Record series includes original ordinance citation/complaint with supporting documentation and correspondence.	Y	Y	2028	Wis. Stat. § 19.35(1)(am)(1) Wis. Stat. § 19.36(2)
<b>/60/ PARKS</b>										
PA000005	ANNUAL PARK PERMITS	Active	Paper, Electronic	FIS+1 year	Destroy- Confidential	Annual permits completed by citizens for lake and boat launch access, dogs in off-leash dog parks, part trail usage for cross-country skiing, and other activities that require an annual permit.	Y	N	2026	
PA000006	PARKS DEVELOPMENT	Active	Paper, Electronic, Microform, Media	EVT+10 years EVT-no longer own or maintain	Transfer to Madison Parks Foundation	Records related to the development of the City of Madison parks. Includes maps, building & construction documentation, land purchase/procurement files, redevelopment plans and supporting documentation.	Y	Y	2026	Wis. Stat. § 19.46(5)
PA000007	FOREST HILL CEMETERY	Active	Paper, Electronic, Microform, Media	Permanent		Forest Hill Cemetery records including deeds, plot ownership and perpetual care documentation.	Y	N	2026	Wis. Stat. § 157.62
<b>/57/ TRAFFIC ENGINEERING</b>										
TE000001	BICYCLE REGISTRATION	Active	Paper	FIS+5 years	Destroy- Confidential	Applications completed by citizens for bicycle licenses. Includes name, address, phone/email, and bicycle information. License is effective for four years.	Y	N	2026	
TE000003	LOCATION FILES	Active	Paper, Electronic, Microform	Permanent		Records related to streets including, but not limited to, signals, accidents, school related issues.	N	N	2026	
TE000004	ELECTRICAL INFRASTRUCTURE	Active	Paper, Electronic	EVT+3 years EVT-After pole replaced	Destroy	History of work orders and complaints about street poles.	N	N	2026	
TE000005	TAXI CAB RELATED	Active	Electronic	FIS+7 years	Destroy- Confidential	Taxi cab related records including complaints and appeals.	Y	N	2026	

Records Series No.	Record Series Title	Status	Format	Retention	Disposition	Description	PII	Conf	Expires	Regs
TEP00001	RAMP MAINTENANCE	Active	Electronic	EVT+3 years EVT-Life of the ramp	Destroy	Work orders, concrete replacement and other records related to maintenance of city ramps.	N	N	2026	
TEP00002	RESIDENTIAL PARKING PERMITS	Active	Electronic	FIS+7 years	Destroy-Confidential	Applications for residential parking permits.	Y	N	2026	
<b>/46/ TREASURER</b>										
TR000001	ANIMAL LICENSES	Active	Paper, Electronic	FIS+4 years	Destroy-Confidential	Animal license applications completed by citizens, and related reports.	Y	N	2026	
TR000002	BANKING AND INVESTMENT	Active	Paper, Electronic	FIS+7 years	Destroy-Confidential	Records related to banking and investments. Includes bank statements, reconciliation reports, prospectus, bank summary and detail sheets, bank and investment account documents, tax refunds, promissory notes, and Sungard.	Y	Y	2026	Wis. Stat. § 19.36(13)
TR000003	TAX RECORDS	Active	Paper, Electronic	FIS+7 years	Destroy-Confidential	Tax records to include lottery credit, tax stubs (bills), tax file, web payment documents, and mortgage payments.	Y	N	2026	
<b>DEPARTMENT OF PLANNING &amp; COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>										
<b>/28/ BUILDING INSPECTION</b>										
BI000001	PROPERTY HISTORY FILES	Active	Paper, Electronic	EVT+3 years EVT- Structure is replaced	Destroy-Confidential	Records include original building permit, site plans, certificate of occupancy, conditional use documents, comprehensive design reviews, and violations for both residential and commercial structures in the City of Madison.	Y	Y	2026	Wis. Stat. § 19.36(5) May contain trade secrets.
BI000007	BUILDING PLANS	Active	Paper, Electronic	EVT+3 years EVT-Approval	Destroy-Confidential	New construction building plans for projects requiring city approval, both residential and commercial.	N	Y	2026	Wis. Stat. § 19.36(5) May contain trade secrets.
<b>/26/ COMMUNITY DEVELOPMENT BLOCK GRANT-CDBG</b>										
CD000001	REVENUE PROJECTS	Active	Paper, Electronic	EVT+10 years EVT-Project expiration or denial	Destroy-Confidential	General information for state and federally funded projects. Includes, but not limited to, applications, contracts, financial documentation, tax returns, expense reports, scope of service, supporting documentation, and general correspondence.	Y	Y	2028	Wis. Stat. § 19.36(13) Wis. Stat. § 71.78



Records Series No.	Record Series Title	Status	Format	Retention	Disposition	Description	PII	Conf	Expires	Regs
<b>/13/ COMMUNITY SERVICES</b>										
CS000001	COMMUNITY RESOURCE FUNDING	Active	Paper, Electronic	EVT+ 10 years EVT-Project expiration or denial	Transfer WHS	Community Resource Funding project files. Includes, but not limited to, request for proposal (RFP) applications and supporting documentation, grant documentation, contracts, service reports, expense reports, and general correspondence related to the project.	Y	Y	2028	Wis. Stat. § 19.36(13)
CS000002	CHILD CARE SECTION	Active	Paper, Electronic	EVT+7 EVT-No longer accredited or eligible	Destroy- Confidential	Records include child care tuition assistance billing, child care tuition assistance client files, accreditation grants, accreditation fee invoices/receipts and stabilization funding. Records contain personal financial information, client health records, employment documentation, provider tax returns and other financial documentation.	Y	Y	2028	CFR 45 Part 164 (HIPAA) 26 US Code 6103 Wis. Stat. § 71.78 Wis. Stat. § 19.36(13) Wis. Stat. § 51.30(4)(a) MGO 3.12(10)
CS000003	CHILD CARE ACCREDITATION	Active	Paper, Electronic	EVT+ 7 years EVT-No longer accredited or eligible	Transfer WHS	Records related to the Community Services Child Care Section accreditation process. Files include administrative and classroom packets, observation and other reports, correspondence and accreditation related materials.	Y	N	2028	
<b>/29/ ECONOMIC DEVELOPMENT DIVISION</b>										
CE000001	ACQUISITION FILES	Active	Paper, Electronic	EVT+10 years EVT-Disposal	Destroy- Confidential	Acquisitions other than eminent domain. Includes financial and closing documents.	Y	Y	2026	12 USC 3401-342 Wis. Stat 134.97(2)
CE000002	APPRAISALS	Active	Paper, Electronic	FIS+2 years	Destroy	Appraisals for City of Madison projects.	N	N	2026	
CE000003	DISPOSAL	Active	Paper, Electronic	EVT+10 years EVT-Disposal	Destroy- Confidential	Records associated with the disposal of City-owned property.	Y	Y	2026	12 USC 3401-342 Wis. Stat 134.97(2)
CE000004	EASEMENTS	Active	Paper, Electronic	EVT+10 years EVT-Released	Destroy- Confidential	Records associated with easements and conveyances for utilities, etc.	Y	Y	2026	12 USC 3401-342 Wis. Stat 134.97(2)
CE000005	ENCROACHMENTS	Active	Paper, Electronic	EVT+10 years EVT-Terminated/Denied	Destroy- Confidential	Encroachment applications and agreements.	Y	Y	2026	12 USC 3401-342 Wis. Stat 134.97(2)
CE000006	LEASES AND LICENSES	Active	Paper, Electronic	EVT+10 years EVT-Expiration	Destroy- Confidential	Records associated with leases and licenses for space, air rights, subterranean access, etc.	Y	Y	2026	12 USC 3401-342 Wis. Stat 134.97(2)
CE000008.	REDEVELOPMENT	Expired		Permanent						
CE000009	SUBDIVISION AND CSM	Active	Paper, Electronic	CR+5 years	Destroy	Certified survey maps (CSM) and subdivision plans.	N	N	2026	

Records Series No.	Record Series Title	Status	Format	Retention	Disposition	Description	PII	Conf	Expires	Regs
CE000011	RELOCATION	Active	Paper, Electronic	EVT+10 years EVT-Project Closed	Destroy-Confidential	Records associated with relocating residents and businesses.	Y	Y	2026	12 USC 3401-342 Wis. Stat. 134.97(2) Wis. Stat. 19.36(13)
CE000012	MAINTENANCE AGREEMENTS	Active	Paper, Electronic	EVT+7 years EVT-Termination	Destroy	Records associated with neighborhood and art project maintenance plans.	N	N	2026	
CE000013	CONDEMNATION AND EMINENT DOMAIN	Active	Paper, Electronic	CR+10 years	Destroy-Confidential	Eminent domain and condemnation of property documentation.	Y	Y	2026	12 USC 3401-342 Wis. Stat. 134.97(2) Wis. Stat. 19.36(13)
CE000014	CDA PROJECTS	Active	Paper, Electronic	EVT+7 years EVT-Sale or file closure	Destroy-Confidential	Records associated with economic development projects conducted for CDA. May contain financial information.	Y	Y	2026	12 USC 3401-342 Wis. Stat. 134.97(2) Wis. Stat. 19.36(13)
CE000016	TIF FUNDED	Active	Paper	EVT+10 years EVT-TIF District Closed	Destroy-Confidential	TIF creation and amendment files, GAP analysis, negotiation files, applications, projects, blight studies.	Y	Y	2026	12 USC 3401-342 Wis. Stat. 134.97(2) Wis. Stat. 19.36(13)
CE000017	TIF - NOT FUNDED	Active	Paper	CR+10 years	Destroy-Confidential	TIF applications, creation files, GAP analysis, negotiation files, and blight studies for projects that were not funded.	Y	Y	2026	12 USC 3401-342 Wis. Stat. 134.97(2) Wis. Stat. 19.36(13)
CE000018	FUND MANAGEMENT	Active	Paper, Electronic	EVT+10 years EVT-Grant satisfaction/loan repayment	Destroy-Confidential	Economic Development grant and loan funds and supporting documentation.	Y	Y	2026	12 USC 3401-342 Wis. Stat. 134.97(2) Wis. Stat. 19.36(13)
CE000019	ASSET MANAGEMENT	Active	Paper, Electronic	FIS+7 years	Destroy	Asset management records including utility and property maintenance bills, and owner's association files.	N	N	2026	
CE000020	SPECIAL PROJECTS	Active	Paper, Electronic	EVT+7 years EVT-Completion of project or study	Destroy	Planning, Economic Development, and Real Estate studies and projects.	N	N	2026	
CE000021	BUSINESS AND PROSPECTS	Active	Paper, Electronic	EVT+7 years EVT-File closure	Destroy-Confidential	Records associated with business projects and prospects.	Y	Y	2026	12 USC 3401-342 Wis. Stat. 134.97(2) Wis. Stat. 19.36(13) Wis. Stat. 19.36(5)
CE000022	STREET VENDING AND SIDEWALK CAFES	Active	Paper, Electronic	FIS+7 years	Destroy-Confidential	Records associated with the Street Vending and Sidewalk Café program. Includes annual licenses, banner permits, food cart review scores, etc.	Y	N	2026	
<b>/49/ HOUSING OPERATIONS</b>										
HO000001	CANCELED APPLICATIONS	Active	Paper, Electronic	FIS+3 years	Destroy-Confidential	Canceled applications for Public Housing and Section 8 Voucher programs. Includes supporting documentation which may contain information related to an applicant's disability.	Y	Y	2026	Wis Stat. § 146.82 Wis Stat § 51.30(4)(a) HIPAA-CFR 45 Part 164

Records Series No.	Record Series Title	Status	Format	Retention	Disposition	Description	PII	Conf	Expires	Regs
HO000004	PROJECT DEVELOPMENTS	Active	Paper, Electronic	EVT+10 years EVT-No longer owned by the CDA or City	Destroy-Confidential	Community Development Authority (CDA) Housing records related to the development of public housing sites. Includes, but not limited to, purchase of property/buildings documents, surveys, construction and building files, remodeling plans and contracts.	N	Y	2026	Wis Stat § 19.36(5)
HO000007	TENANT TRANSACTION FILES	Active	Paper, Electronic	FIS+10 years	Destroy-Confidential	CDA Housing tenant transaction files for public housing residents. Includes rent payment receipts, journal vouchers, close-out worksheets, etc.	Y	Y	2026	Wis Stat § 19.36(13)
HO000009.	PARTICIPATION FILES	Active	Paper	EVT+3 years EVT-Vacate or end of participation	Destroy-Confidential	CDA Housing files for public housing tenants and Section 8 voucher holders. Includes application, certification and recertification files, correspondence and supporting documentation. (Does not include Participant Files that vacate/end participation AND owe money to the Housing Authority.)	Y	Y	2026	Wis. Stat. § 146.82 Wis. Stat § 51.30(4)(a) Wis. Stat. § 19.36(1) Wis. Stat. § 71.78 HIPAA-CFR 45 Part 164
HO000010	PARTICIPANT FILES - MONEY OWED	Active	Paper	EVT+10 years EVT-Paid in full	Destroy-Confidential	CDA Housing files for public housing tenants and Section 8 voucher participants that have been terminated from the program with money still owed to the Housing Authority.	Y	Y	2026	Wis. Stat. § 146.82 Wis. Stat § 51.30(4)(a) Wis. Stat. § 19.36(1) Wis. Stat. § 71.78 HIPAA-CFR 45 Part 164
<b>/22/ PLANNING</b>										
PU000002	PRESERVATION PLANNING	Active	Paper, Electronic, Microfilm	Permanent		Landmarks and local historic property files. Includes documentation of designation and alterations to buildings and areas that are historically or architecturally significant.	N	N	2026	
PU000004	ADOPTED PLANS	Active	Paper, Electronic	EVT+30 years EVT-Superseded	Transfer WHS	Neighborhood development, neighborhood, comprehensive, and special area plans with supporting documentation. Plans include recommendations for the area such as transportation, land use, etc.	N	N	2026	
PU000005	NEIGHBORHOOD AND ARTS GRANTS	Active	Paper, Electronic	FIS+20 years	Transfer WHS	Records associated with grants awarded by the City of Madison for Neighborhood or art projects.	Y	N	2026	
PU000006	NEIGHBORHOOD CONFERENCES, ROUNDTABLES & TRAINING	Active	Paper, Electronic	FIS+20 years	Transfer WHS	Records related to conferences, roundtables, and training. Includes, but not limited to, coordination, training materials, and close out reports.	N	N	2026	

Records Series No.	Record Series Title	Status	Format	Retention	Disposition	Description	PII	Conf	Expires	Regs
PU000007	PLANNING AGREEMENTS	Active	Paper, Electronic	Permanent		Inter-governmental agreements governing land use, revenue sharing, service sharing, etc. Includes supporting documentation.	N	Y	2026	Wis. Stat. 905.03
PU000008	GENERAL STUDIES AND PROGRAMS	Active	Paper, Electronic	FIS+20 years	Transfer WHS	Records include reports and supporting documentation for market studies, zoning rewrites, neighborhood indicator program, and other general studies and programs.	N	N	2026	
<b>/91/ REDEVELOPMENT</b>										
CDA00001	CDA REDEVELOPMENT-HOUSING PROJECTS	Active	Paper	EVT+7 years EVT-Sale of property	Destroy-Confidential	Community Development Authority (CDA) property development and management files. May include trade secret information related to construction or design.	N	Y	2026	Wis. Stat. § 19.36(5)
CDA00002	CDA VILLAGE ON PARK	Active	Paper	EVT+7 years EVT-Sale of property	Destroy-Confidential	Community Development Authority (CDA) files relating to finance, renovation and management of Village on Park. May include leases, financial documents, trade secrets related to design or construction.	N	Y	2026	Wis. Stat. § 19.36(5) Wis. Stat. § 134.97(2) Wis. Stat. § 19.36(13) 12 USC §§ 3401-342
CE000015	CDA BONDS	Active	Paper	EVT+10 years EVT-Bond retirement	Destroy-Confidential	CDA bonds issued for housing, redevelopment, or industrial development, and other tax-exempt bonds.	Y	Y	2026	12 USC 3401-342 Wis. Stat. 134.97(2) Wis. Stat. 19.36(13)
<b>/37/ SENIOR CENTER</b>										
SC000002	SENIOR CENTER PROJECT FILES	Active	Paper, Electronic	FIS+ 7 years	Destroy - Confidential	Records related to the Senior Center's programs and activities. Includes, but not limited to, room rental agreements, attendance and monthly reports, participant information forms, and scholarship applications and documentation. Forms may include personally identifiable and/or income information.	Y	N	2026	

**P** Permanent  
**FIS** Fiscal  
**EVT** Event  
**CR** Creation Date

**PII** Personally Identifiable Information  
**Conf** Confidential  
**WHS** Wisconsin Historical Society

For questions about this schedule please contact Leslie Starczewski at 266-4454.