

Library (Bucket)	Category & Description	RMMSD Retention Period	Legal Retention Period	Adopted Schedule/Legal Reference Citation
Accounting - Accounts Payable Records	Accounts Payable - Accounts payable invoices	7 years	FIS + 6 years and destroy (FIS=end of fiscal year)	WI Public Records Board - Fiscal and Accounting and Related Records Schedule 11/2027 RDA # FIS00020
	- Credit card statements	7 years	EVT +3 years and destroy (EVT = date of transaction)	WI Public Records Board - Fiscal and Accounting and Related Records Schedule 11/2027 RDA # FIS00011
	- IRS form W-9	7 years	FIS+ 6 years and destroy confidential (FIS=end of fiscal year)	WI Public Records Board - Fiscal and Accounting and Related Records Schedule 11/2027 RDA # FIS00026
Accounting - Accounts Receiving Records	Accounts Receivable - Accounts receivable invoices and receipts	7 years	FIS+ 6 years and destroy (FIS=end of fiscal year)	WI Public Records Board - Fiscal and Accounting and Related Records Schedule 11/2027 RDA # FIS00020
Accounting - Banking Records	Banking - Check registers, bank statement, bank account reconciliations	7 years	FIS+ 6 years and destroy (FIS=end of fiscal year)	WI Public Records Board Fiscal and Accounting Related Records Schedule 11/2027 RDA #FIS00020
Accounting -Capital Records	Capital Projects - Fixed assets additions/relocation and disposal (projects not funded with tax exempt debt)	EVT+4 years (EVT=date asset fully depreciates)	EVT+4 years and destroy (EVT=date project closed)	WI Public records Board Fiscal and Accounting and Related Records Schedule 11/2027Schedule 11/2027 RDA#FIS00041RDA#FIS00041
	- Fixed assets additions /relocation and disposals (projects funded by bond)	EVT+6 years and destroy (EVT date bond matures or assets is fully depreciated)	EVT+6 years and destroy (EVT=date bond matures or asset	WI Public Records Board-Fiscal and Accounting Related Records Schedule 11/2027 RDA#FIS00040

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Accounting -(continued)	- Clean Water Fund loan	EVT+3 years (EVT=date department notifies the recipient that the project closeout is complete or 3 years from final completion of construction, whichever is later)	EVT+3 years (EVT=date department notifies the recipient that the project closeout is complete or 3 years from final completion of construction, whichever is later)	NR 16.17 (3)
	- General Obligation bond records	EVT+50 and destroy (EVT=date bond matures or is called)	EVT+50 and destroy (EVT=date bond matures or is called)	WI Public Records Board - Fiscal and Board - Fiscal and Accounting and Accounting and Related Records Schedule 11/2027Schedule 11/2027 RDA#FIS00024RDA#FIS00024
Accounting - Financial Reporting Records	Financial Reports <ul style="list-style-type: none"> - Adopted budget, budget worksheets - General ledger, journal entries, trial balance and accounts reconciliations disbursement journals 	15 years 7 years	Fiscal year+6 years FIS+6 years and destroy (FIS=end of fiscal year)	WI Public Records Board-WMRS 8/27/2028 WI Public Records Board-Fiscal and Accounting Related Records Schedule 11/2027 RDA#FIS00040
Accounting -Payroll Records	Payroll <ul style="list-style-type: none"> - Tax withholding by tax code, general ledger distribution report, payroll deposit requirements, check/direct deposit register, and direct deposit register , W2 (wage and tax statements), quarterly payroll reports (federal and state) 	CR+10 and destroy confidential (CR=date of creation)	CR+10 and destroy confidential (CR=date of creation)	WI Public Records Board - Payroll & Related Records 8/22/2021 RDA# PAY0016A
Accounting - Purchasing Records	Purchasing <ul style="list-style-type: none"> - Purchase requisitions - Purchase orders 	7 years	FIS+6 years and destroy (FIS=end of fiscal year)	WI Public Records Board- Fiscal and Accounting Related Records Schedule 11/2027 RDA#FIS00020

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	Reports - Fixed assets reports (inventory count), inventory reports (stockroom physical inventory)	FIS+4 years and destroy (FIS=end of fiscal year)	FIS+4 years and destroy (FIS=end of fiscal year)	WI Public Records Board Board- Fiscal and Accounting Related Records Schedule 11/2027 RDA#FIS00050
	Vendor Information - Certificates of Liability Insurance	EVT+7 years (EVT=date contract terminates)	7 years	State StatueState StatueState Statue 19.21 (8)
Administrative Records	Commission - Agendas, minutes, resolutions, files, motions, attachments to proceedings - Sewer Use Ordinance	Permanent	Permanent	WI Public Records Board - WMRS 8/27/2028
Administrative Records (continued)	- Correspondence Regarding Appointment of Commissioners	EVT+2 years (EVT=end of term)	EVT+2 years (EVT=end of term)	WI Public Records Board - WMRS 8/27/2028
	- General Correspondence to/from the Commission	EVT+6 months (EVT= separation from position end of term)	EVT+6 months (EVT= separation from position end of term)	WI Public Records Board - WMRS 8/27/2028
	- Strategic Plans	EVT+ 6 years and transfer to WHS or UW Madison Archives (EVT=plan completion or superseded or revised) (destroy copies, drafts, and routine materials when no longer needed)	EVT+ 6 years and transfer to WHS or UW Madison Archives (EVT=plan completion or superseded or revised) (destroy copies, drafts, and routine materials when no longer needed)	WI Public Records Board - Administrative and Related Records Schedule 08/23/2020 RDA# ADM00017

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	- Affidavits of Publication	EVT+7 years (EVT=date of publication)	EVT+7 years (EVT=date of publication)	WI Public Records Board - WMRS 8/27/2028
	- Oath of Office	EVT+5 years (EVT=end of term)	EVT+5 years (EVT=end of term)	WI Public Records Board - WMRS 8/27/2028
	- Audio Tapes	EVT + 90 days (EVT= the date the minutes)	EVT + 90 days (EVT= the date the minutes)	WI Public Records Board - WMRS 8/27/2028
Administrative Records (continued)	Correspondence - Customers, Regulators	7 years	7 years	State Statute 19.21 (8)
	- Federal, state, and local governments agencies other than regulators; industries (customers of RMMSD customers); contractors, vendors, or utilities, other wastewater treatment plants; water/wastewater associations; environmental partnering groups; general public	7 years	7 years	State Statute 19.21 (8)
	- Organizational Improvements Studies	EVT+ 6 years and transfer to Historical Society (EVT=plan completion or superseded or revised) (destroy copies, drafts, and routine materials when no longer needed)	EVT+ 6 years and transfer to Historical Society (EVT=plan completion or superseded or revised) (destroy copies, drafts, and routine materials when no longer needed)	WI Public Records Board - Administrative and Related Records Schedule 08/23/2020 RDA # ADM00017
	General - Grants	EVT+ 4 years (EVT=date of final report or notification of denial)	EVT+ 4 years (EVT=date of final report or notification of denial)	WI Public Records Board - WMRS 8/27/2028
	Proposals - Requests for proposals which are not statutorily required, successful proposals which are not statutorily required, unsuccessful proposals which are not statutorily required (note: these proposals are separate from engineering records)	EVT +4 years and destroy (Retain 4 years after the (event) date the bid is awarded and then destroy)	EVT +4 years and destroy (Retain 4 years after the (event) date the bid is awarded and then destroy)	WI Public Records Board- Facilities Management and Related Records 2/22/2020

Library (Bucket)	Category & Description	RMMSD Retention Period	Legal Retention Period	Adopted Schedule/Legal Reference Citation
	Service Area - Easements	Permanent	Permanent	WI Public Records Board - WMRS 8/27/2028
	- Sewer plan requests and documentation	EVT +25 years (EVT=life of sewer)	7 years	State Statute 19.21 (8)
	- Inspection report and video	Permanent	Permanent	WI Public Records Board - WMRS 8/27/2028
Environmental - Aquatic Records	Aquatic Monitoring Program - Chain of custody, bench sheets	5 years	3 years	NR 149
	- Reports	EVT + 5 years (EVT=life of program)	3 years	NR 208 and 210 and WPDES Permit 6.1.7
	Whole Effluent Toxicity Testing - Annual final report to DNR - Lab results from testing	10 years	5 years	WPDES Permit 3.2 and 6.4
Environmental - Hazardous Materials Management Records	Spill Prevention, Control, and Countermeasures (SPCC) - SPCC plans and supporting information, storage tank regulator inspection reports, monthly in-house inspections, annual in-house inspections, annual preventative maintenance, annual refresher training	CR + 20 years (CR=date of creation)	3 years	40 CFR 112
	- Storage tank internal/external reports	EVT + 20 years (EVT= life of container)	3 years and/or life of container	Storage tank inspection records; 3 years (requirement under SPCC-40 CFR 112.7 €, Industry standard (APO-653) and EPA guidance is to save for life of container
	Hazardous Materials Spills - RMMSD Spill Reporting Policy, internal spill reports, external spill reports and correspondence	EVT + 30 years (EVT= completion of project)	EVT + 30 years (EVT= completion of project)	WI Public Records Board - WMRS 8/27/2028

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Environmental-Regulatory Compliance Clean Water Act Records	Permit- Water <ul style="list-style-type: none"> - Wisconsin Pollutant Discharge Elimination System (WPDES), correspondence with DNR/EPA, annual sludge reports (3400 series), annual part 503 report, annual mercury Pollutant Minimization Plan (PMP) report - Sanitary Sewer Overflow (SSO), Treatment Facility Overflow (TFO), Optimization Evaluation Report (OER), Preliminary Compliance Alternatives Plan (PCAP), Final Compliance Alternatives Plan (FCAP), Notices of Noncompliance, NR 101 documentation 	EVT + 10 years (EVT = life of entity)	7 years	State Statute 19.21 (8) (EPA destroys records 10 years after file is closed) DNR is EVT+10 years and destroy - EVT= superseded, new permit issues, or decision that no permit required)
Environmental - Waste and Recycling Records	Hazardous Waste Management <ul style="list-style-type: none"> - Hazardous waste determination documents, disposal records, hazardous waste manifests, annual reports, weekly in-house inspections, regulator inspections correspondence 	EVT + 10 years (EVT =life of entity)	3 years and/or	NR 662.040 (EPA destroys records 10 years after file is closed)
	Special and Universal Waste <ul style="list-style-type: none"> - Waste determinations, waste disposal records, universal waste records Solid Waste and Recycling <ul style="list-style-type: none"> - Battery recycling, scrap recycling, landfill records, correspondence 	Permanent	Permanent	WI Public Records Board - WMRS 8/27/2028 WI Public Records Board - WMRS 8/27/2028
Field Services Records	Billing Program <ul style="list-style-type: none"> - Program development documents, studies - Customer billing challenges Field Services <ul style="list-style-type: none"> - Capacity, Management, Operation and Maintenance (CMOM) Manual 	20 years 7 years EVT + 3 years (EVT=date document is superseded)	7 years 7 years 3 years	State Statute 19.21 (8) State Statute 19.21 (8) NR 210 and WPDES Permit 6.1.7

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Health Records	Health - Random drug testing	CR + 5 years (CR=date of creation)	CR + 5 years (CR=date of creation)	WI Public Records Board - General Records Schedule - Human Resources & Related Records 11/15/2020-RDA#HR000154
	Employee Medical Files - Pre-employment health assessment results, vaccinations, respiratory clearances	EVT + 8 years and destroy confidential (EVT=date of separation of employment in job that requires medical exams or maintenance of medical records) Employees with exposure to Hazardous substances= EVT + 30 years and destroy (EVT=termination of employment)	EVT + 8 years and destroy confidential (EVT=date of separation of employment in job that requires medical exams or maintenance of medical records) Employees with exposure to Hazardous substances= EVT + 30 years and destroy (EVT=termination of employment)	11/15/2020 RDA # HR000150 RDA # HR000151
Human Resources Records	Human Resources - Plan documents and agreements for benefit programs	EVT + 6 years (EVT=after date of termination or superseded)	6 years after filing date	ERISA of 1974
	- Employee and benefit handbook	EVT + 7 years and destroy (EVT=the date the policy or procedure is superseded or made obsolete)	EVT + 7 years and destroy (EVT=the date the policy or procedure is superseded or made obsolete)	WI Public Records Board - General Records Schedule - Human Resources & Related Records 11/15/2020 RDA# HRO00001

Library (Bucket)	Category & Description	RMMSD Retention Period	Legal Retention Period	Adopted Schedule/Legal Reference Citation
	- Classification and compensation studies	EVT + 5 years and then destroy (EVT=survey conclusion / date of survey)	EVT + 5 years and then destroy confidential (EVT = date of survey completed)	WI Public Records Board - General Records Schedule - Human Resources & Related Records RDA # HR000061 11/15/2020
	- Internal surveys/questionnaires	CR + 5 years (CR=date of creation, superseded or made obsolete)	CR + 1 year and destroy (CR=date of creation)	WI Public Records Board -Administrative and Related Records
	Personnel Files (Confidential) - Applications, resume, new hire letter, performance appraisal, disciplinary action correspondence, payroll status change information	EVT + 8 years and destroy confidential (EVT= separation from employment)	EVT + 8 years and destroy confidential (EVT= separation from employment)	WI Public Records Board - General Records Schedule - Human Resources & Related Records 11/15/2020 RDA # HR000024
	- Exit interview records	CR + 3 years and destroy confidential (CR= date of creation)	EVT + 3 years and destroy confidential (EVT =date of final interview)	WI Public Records Board - General Records Schedule - Human Resources & Related Records 11/15/2020 RDA# HR000193
Human Resources Records (continued)	- Background screens/checks	EVT + 8 years and destroy confidential (EVT = separation from employment)	EVT + 6.5 years and destroy confidential (EVT = date report is received)	WI Public Records Board - General Records Schedule - Human Resources & Related Records 11/15/2020 -RDA#HR00017

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	- Drug/alcohol screen results	EVT + 8 years and destroy confidential (EVT=separation from employment)	Positive - CR + 5 years and destroy confidential Negative - CR+1 year and destroy confidential	WI Public Records Board - General Records Schedule - Human Resources & Related Records 11/15/2020-RDA # HR000154 RDA # HR000153
	- Applications for employment and other related records	EVT + 4 years and destroy confidential (EVT=end of recruitment for position)	EVT + 4 years and destroy confidential (EVT=end of recruitment for position)	WI Public Records Board - General Records Schedule - Human Resources & Related Records 11/15/2020-RDA#HR000013
	Payroll (Confidential) - Deduction authorizations, benefit enrollment forms, tax withholding forms (IRS W-4's and Department of Revenue WT4's)	EVT + 8 years and destroy confidential (EVT=date employee leaves due to retirement transfer, or termination)	EVT + 8 years and destroy confidential (EVT=date employee leaves due to retirement transfer, or termination)	WI Public Records Board - Payroll & Related Records Schedule 08/22/2021 RDA # PAY00021
	- Garnishments	EVT + 8 years and destroy confidential (EVT=date employee leaves due to retirement transfer, or termination)	EVT + 7 years and destroy confidential (EVT=date employee leaves due to retirement transfer, or termination)	WI Public Records Board - Payroll & Related Records Schedule 08/22/2021 RDA # PAY00015

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Human Resources Records (continued)	- Timekeeping Records	CR + 5 years and destroy (CR=date of creation)	CR + 5 years and destroy (CR=date of creation)	WI Public Records Board General Records Schedule Payroll & Related Records 8/22/2021 RDA# PAY00009
	- Federal I-9 forms	EVT + 3 years (EVT = date of hire or 1 year after termination whichever is longer per USC 13248, then destroy confidential)	EVT + 3 years (EVT = date of hire or 1 year after termination whichever is longer per USC 13248, then destroy confidential)	WI Public Records Board General Records Schedule- Human Resources & Related Records 11/15/2020 RDA# HR000026
	- Fair Labor Standards Act complaint files	EVT + 5 years and destroy confidential (EVT = date of determination or decision of complaint)	EVT + 5 years and destroy confidential (EVT = date of determination or decision of complaint)	WI Public Records Board General Records Schedule- Human Resources & Related Records 11/15/2020 RDA# HR000050
	- Discrimination complaint files	EVT + 5 years and destroy confidential (EVT = date of case closure)	EVT + 5 years and destroy confidential (EVT = date of case closure)	WI Public Records Board Board - General Records Schedule- Human Resources & Related Records 11/15/2020 RDA# HR000141
	- Family Medical Leave Act requests and Responses	CR + 3 years and destroy confidential (CR=date of creation)	CR + 3 years and destroy confidential (CR=date of creation)	WI Public Records Board General Records Schedule- Human Resources & Related Records 11/15/2020 RDA # HR000157

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Laboratory Records	Reports - Compliance Maintenance Annual Report (CMAR)	10 years	3 years	NR 208 and 210 and WPDES Permit 6.1.7
	- Discharge Monitoring Report (DMR)	10 years	3 years	NR 208 and 210 and WPDES Permit 6.1.7
	- DNR audit reports			NR 149
	Supporting Data - Performance test studies, chain of custody, bench sheets, quality control records (certificates of calibration/analysis, temperature control logs)	6 years	3 years	NR 149
Legal Records	Legal Counsel - Opinions	Permanent	Permanent	WI Public Records Board WMRS 08/27/2028
	- Litigation and case files	EVT + 7 years (EVT=close of case)	EVT + 7 years (EVT=close of case)	WI Public Records Board WMRS 08/27/2028
	- Legal Notices	CR + 1 year and destroy (CR=date of creation)	CR + 1 year and destroy (CR=date of creation)	WI Public Records Board Administrative and Related Records Schedule 8/23/20- RDA#ADM00016
	Agreements/Policies - Contracts and agreements	EVT + 6 years (EVT= end date or cancellation of contract)	EVT + 6 years (EVT= end date or cancellation of contract)	WI Public Records Board - WRMS 08/27/2028
	- Annexations	Permanent	Permanent	WI Public Records Board - WRMS 08/27/2028
	- Insurance Policies	EVT + 10 years (EVT=life of entity)	7 years	State Statute 19.21 (8)
	- Investments, Reserve, and Property Policies	EVT + 2 years (EVT= date superseded)	7 years	State Statute 19/21 (8)

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	Records Management Program <ul style="list-style-type: none"> - Policy, Retention Schedule - Open Records Requests & Responses - Records Inventory Files - Records Management Program Subject Files - Records Storage / Transfer Files 	EVT + 20 years and destroy (EVT = RDA closed or superseded) EVT + 10 years and destroy confidential (EVT= response provided) EVT + 10 years and destroy (EVT=superseded) EVT + 10 years and destroy (EVT = after RDA is approved) CR + 3 years and destroy	EVT + 20 years and destroy (EVT = RDA closed or superseded) EVT + 3 years and destroy confidential (EVT= response provided) EVT + 10 years and destroy (EVT=superseded) EVT + 10 years and destroy (EVT = after RDA is approved) CR + 3 years and destroy	WI Public Records Board- Administrative and Related Records Schedule 08/23/2020 RDM# ADM0131A WI Public Records Board- Administrative and Related Records Sched. 08/23/2020 RDM#ASM00022 WI Public Records Board- Administrative and Related Records Sched. 8/23/2020 RDM# ADM00130 WI Public Records Board- Administrative and Related Records Sched. 8/23/2020 RDM# ADM00135 WI Public Records Board- Administrative & Related Records Sched. 8/23/2020 RDM# ADM00134
Maintenance Records	Maintenance <ul style="list-style-type: none"> - Building maintenance equipment and repairs and service records 	EVT + 1 month (EVT = removal & disposal of Equip.)	EVT + 1 month (EVT = removal & disposal of Equip.)	WI Public Records Board- - WMRS 08/2/2028
Pretreatment Program Records	Pretreatment Data <ul style="list-style-type: none"> - Analytical data, annual compliance monitoring inspections, investigations, enforcements, annual and semi- annual DNR Reports 	10 Years	3 Years	40 CFR 403.12(o)(2),(3) NR 211.25(3)(c),(d)

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Public Information Records	Historical - Annual reports	EVT + 10 years (EVT= life of entity)	EVT + 7 years (EVT= date of issue)	WI Public Records Board- WMRS - 08/27/2028
	- Aerial Photographs	EVT + 10 years (EVT=superseded)	EVT + 7 years (EVT= date of issue)	WI Public Records Board- WMRS - 08/27/2028
	News and Information - Internal and external newsletters	7 years	CR + 3 years	WI Public Records Board- WMRS - 08/27/2028
	- News releases	7 years	CR + 3 years	WI Public Records Board- WMRS - 08/27/2028
Safety and Security Records	Safety - Log of occupational injuries and illnesses	5 years	5 years	OSHA 29 CFR 1904
	- Records of injuries and illnesses, records of exposure to toxic substances for each employee, safety data sheets (SDS)	EVT + 30 years (EVT = separation of employment)	Employee's job tenure plus 30 years	OSHA 29 CFR 1904
	- Return to work restrictions	EVT + 8 years (EVT=separation of employment)	EVT + 8 years (EVT=separation of employment)	WI Public Records Board- General Records Sched. Human Res. & Related Records 11/15/2020 RDA #HR000150
	- Asbestos/lead test results/abatement files	EVT + 30 Years (EVT = completion of project)	EVT + 30 Years (EVT = completion of project)	WI Public Records Board- WMRS - 08/27/2028
	- Fire Inspection documentation	7 years	EVT+3 years & destroy Retain for 3 years after (event) end of the year the violations are corrected and sub- sequent re-inspection and then destroy.	WI Public Records Board- Facilities Management and Related Records 2/22/2020
	- Worker's Compensation claims	EVT + 30 years & destroy confidential (EVT=date claim is closed)	EVT + 30 years & destroy confidential (EVT=date claim is closed)	WI Public Records Board- Risk Management & Related Records 2/25/2023
Treatment Records	Solid Waste Records - Landfill records - Sludge disposal records	Permanent	Permanent	WI Public Records Board- WMRS - 08/27/2028