Library (Bucket)	Category & Description	RMMSD Retention Period	Legal Retention Period	Adopted Schedule/Legal Reference Citation
Accounting - Accounts	Accounts Payable	7 years	FIS + 6 years	WI Public Records
Payable Records	- Accounts payable invoices	,	and destroy	Board - Fiscal and
1 1			(FIS=end of	Accounting and Related
			fiscal year)	Records Schedule 11/2027
			, ,	RDA # FIS00020
	- Credit card statements	7 years	EVT +3 years	WI Public Records
		·	and destroy	Board - Fiscal and
			(EVT = date of	Accounting and Related
			transaction)	Records Schedule 11/2027
				RDA # FIS00011
	- IRS form W-9	7 years	FIS+ 6 years	WI Public Records
			and destroy	Board - Fiscal and
			confidential	Accounting and Related
			(FIS=end of	Records Schedule 11/2027
			fiscal year)	RDA # FIS00026
Accounting - Accounts	Accounts Receivable	7 years	FIS+ 6 years	WI Public Records
Receiving Records	<ul> <li>Accounts receivable invoices and receipts</li> </ul>		and destroy	Board - Fiscal and
			(FIS=end of	Accounting and Related
			fiscal year)	Records Schedule 11/2027
				RDA # FIS00020
Accounting - Banking	Banking	7 years	FIS+ 6 years	WI Public Records Board
Records	- Check registers, bank statement, bank		and destroy	Fiscal and Accounting Related
	account reconciliations		(FIS=end of	Records Schedule 11/2027
			fiscal year)	RDA #FIS00020
Accounting -Capital	Capital Projects	EVT+4 years	EVT+4 years	WI Public records Board
Records	- Fixed assets additions/relocation and	(EVT=date	and destroy	Fiscal and Accounting
	disposal (projects not funded with tax	asset fully	(EVT=date	and Related Records
	exempt debt)	depreciates	project closed)	Schedule 11/2027Schedule 11/2027
	,		ľ	RDA#FIS00041RDA#FIS00041
	- Fixed assets additions /relocation and	EVT+6 years	EVT+6 years	WI Public Records
	disposals ( projects funded by bond)	and destroy (EVT	and destroy	Board-Fiscal and
		date bond matures	(EVT=date bond	Accounting Related
		or assets is fully depreciated	matures or asset	Records Schedule 11/2027
		1 , 1 1, 1 1 2 2 2		RDA#FIS00040

				Adopted Schedule/Legal
Library (Bucket)	Category & Description	RMMSD Retention Period	Legal Retention Period	Reference Citation
Accounting -(continued)	- Clean Water Fund Ioan	EVT+3 years	EVT+3 years	NR 16.17 (3)
		(EVT=date	(EVT=date	
		department	department	
		notifies the	notifies the	
		recipient that	recipient that	
		the project	the project	
		closeout is	closeout is	
		complete or 3	complete or 3	
		years from final	years from final	
		completion of	completion of	
		construction,	construction,	
		whichever is later	whichever is later	
	- General Obligation bond records	EVT+50 and	EVT+50 and	WI Public Records
		destroy	destroy	Board - Fiscal and Board - Fiscal and
		(EVT=date	(EVT=date	Accounting and Accounting and
		bond matures	bond matures	Related Records
		or is called)	or is called)	Schedule 11/2027Schedule 11/2027
		·	·	RDA#FIS00024RDA#FIS00024
Accounting - Financial	Financial Reports	15 years	Fiscal year+6	WI Public Records
Reporting Records	<ul> <li>Adopted budget, budget worksheets</li> </ul>	· ·	years	Board-WMRS 8/27/2028
	- General ledger, journal entries, trial	7 years	FIS+6 years	WI Public Records
	balance and accounts reconciliations	·	and destroy	Board-Fiscal and
	disbursement journals		(FIS=end of	Accounting Related
	, in the second		fiscal year)	Records Schedule 11/2027
			, ,	RDA#FIS00040
Accounting -Payroll	Payroll	CR+10 and	CR+10 and	WI Public Records
Records	- Tax withholding by tax code, general	destroy	destroy	Board - Payroll &
	ledger distribution report, payroll deposit	confidential	confidential	Related Records
	requirements, check/direct deposit register,	(CR=date of	(CR=date of	8/22/2021
	and direct deposit register, W2 (wage and	creation)	creation)	RDA# PAY0016A
	tax statements), quarterly payroll reports	creationy	creation)	1187111 1711001071
	(federal and state)			
Accounting - Purchasing	Purchasing	7 years	FIS+6 years	WI Public Records
Records	- Purchase requisitions	, , , , , , , , , , , , , , , , , , , ,	and destroy	Board- Fiscal and
1.000140	- Purchase requisitions - Purchase orders		(FIS=end of	Accounting Related
	i dicitase orders		fiscal year)	Records Schedule 11/2027
			iiscai yeai j	RDA#FISO0020
				KDA#F1300020

Library (Bucket)	Category & Description	RMMSD Retention Period	Legal Retention Period	Adopted Schedule/Legal Reference Citation
Library (Backet)	Reports	FIS+4 years	FIS+4 years	WI Public Records Board
	- Fixed assets reports (inventory count),	and destroy	and destroy	Board- Fiscal and
	inventory reports (stockroom physical	(FIS=end of	(FIS=end of	Accounting Related
	inventory)	fiscal year)	fiscal year)	Records ScheduleRecords Schedule
	inventory	iiscai yeary	inscar year)	11/2027 RDA#FIS00050
	Vendor Information	EVT+7 years	7 years	State StatueState StatueState Statue
	- Certificates of Liability Insurance	(EVT=date	1 , , , , ,	19.21 (8)
	Certification of Elability modification	contract		25.22 (6)
		terminates)		
Administrative Records	Commission	Permanent	Permanent	WI Public Records
	- Agendas, minutes, resolutions, files,			Board - WMRS
	motions, attachments to proceedings			8/27/2028
	- Sewer Use Ordinance			
Administrative Records	- Correspondence Regarding Appointment of	EVT+2 years	EVT+2 years	WI Public Records
(continued)	Commissioners	(EVT=end of	(EVT=end of	Board - WMRS
		term)	term)	8/27/2028
	- General Correspondence to/from the	EVT+6 months	EVT+6 months	WI Public Records
	Commission	(EVT=	(EVT=	Board - WMRS
		separation	separation	8/27/2028
		from position	from position	
		end of term)	end of term)	
	- Strategic Plans	EVT+ 6 years	EVT+ 6 years	WI Public Records
		and transfer	and transfer	Board -
		to WHS or UW	to WHS or UW	Administrative and
		Madison	Madison	Related Records
		Archives	Archives	Schedule 08/23/2020
		(EVT=plan	(EVT=plan	RDA# ADM00017
		completion or	completion or	
		superseded or	superseded or	
		revised)	revised)	
		(destroy copies,	(destroy copies,	
		drafts, and	drafts, and	
		routine	routine	
		materials	materials	
1		when no	when no	
		longer needed	longer needed	

Library (Bucket)	Category & Description	RMMSD Retention Period	Legal Retention Period	Adopted Schedule/Legal Reference Citation
	- Affidavits of Publication	EVT+7 years	EVT+7 years	WI Public Records
		(EVT=date of	(EVT=date of	Board - WMRS
		publication)	publication)	8/27/2028
	- Oath of Office	EVT+5 years	EVT+5 years	WI Public Records
		(EVT=end of	(EVT=end of	Board - WMRS
		term)	term)	8/27/2028
	- Audio Tapes	EVT + 90 days	EVT + 90 days	WI Public Records
	· ·	(EVT= the date	(EVT= the date	Board - WMRS
		the minutes)	the minutes)	8/27/2028
Administrative Records	Correspondence	7 years	7 years	State Statute
(continued)	- Customers, Regulators	, , , , , , , , , , , , , , , , , , , ,	1 ,	19.21 (8)
(	- Federal, state, and local governments	7 years	7 years	State Statute
	agencies other than regulators; industries	, , ea. e	, , ea. e	19.21 (8)
	(customers of RMMSD customers);			(0)
	contractors, vendors, or utilities, other			
	wastewater treatment plants;			
	water/wastewater associations;			
	environmental partnering groups; general			
	public			
	- Organizational Improvements Studies	EVT+ 6 years	EVT+ 6 years	WI Public Records
	- Organizational improvements studies	and transfer to	and transfer to	Board -
		Historical Society	Historical Society	Administrative and
		(EVT=plan	(EVT=plan	Related Records
		completion or	completion or	Schedule 08/23/2020
		superseded or	superseded or	RDA # ADM00017
		revised)	revised)	KDA # ADIVIOU017
		· ·	•	
		(destroy copies, drafts, and routine	(destroy copies, drafts, and routine	
		materials when	materials when	
	Company	no longer needed)	no longer needed)	MARINE Describ
	General	EVT+ 4 years	EVT+ 4 years	WI Public Records
	- Grants	(EVT=date of	(EVT=date of	Board - WMRS
		final report or	final report or	8/27/2028
		notification of	notification of	
		denial)	denial)	
	Proposals	EVT +4 years	EVT +4 years	WI Public Records
	- Requests for proposals which are not	and destroy	and destroy	Board- Facilities
	statutorily required, successful proposals	(Retain 4 years	(Retain 4 years	Management and
	which are not statutorily required,	after the (event)	after the (event)	Related Records
	unsuccessful proposals which are not	date the bid is	date the bid is	2/22/2020
	statutorily required (note: these proposals	awarded and	awarded and	
	are separate from engineering records)	then destroy)	then destroy)	

				Adopted Schedule/Legal
Library (Bucket)	Category & Description	RMMSD Retention Period	Legal Retention Period	Reference Citation
Engineering Records	Construction Projects  - Construction contract, payments (contractor, plans & specifications (WDNR Review Set), plans & specifications bidding documents), contractor bids, bonds, technical memorandum, cost estimates, business case analysis, project funding documents, change orders, work change directives, field orders, request for quotation, request for information, request for change, submittals, O&M manuals, notice of award, Notice to proceed, certificate of substantial completion, certificate of liability insurance, lien waivers, warranties/guaranties, correspondence  - Engineering services agreements & amendments, engineering services proposals, payments (engineer & miscellaneous), permits, easements, relocation orders, meeting minutes, inspections, shutdown requests, commissioning, test results, consent of surety, wage rate compliance documentation, asset reconciliation  - Record drawings	EVT + 25 years (EVT=date project is completed or life of asset whichever Is longer)	EVT + 10 years (EVT =date project is completed)  OR  EVT (EVT=life of structure)	WI Public Records Board - WMRS 8/27/2028  WI Public Records Board - WMRS 8/27/2028
Engineering Records (continued)	- Study reports, facility plans, insurance certificates, correspondence	Retain Current  plan for the life of the structure (until razed or facility sold).  Superseded master plans should be transferred to the WHS or UW Archives. EVT= (Superseded by the new plan and then transfer to WHS or UW Archives)	Retain Current plan for the life of the structure (until razed or facility sold). Superseded master plans should be transferred to the WHS or UW Archives. EVT= (Superseded by the new plan and then transfer to WHS or UW Archives)	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 - WNRS 8/27/2028

Library (Bucket)	Category & Description	RMMSD Retention Period	Legal Retention Period	Adopted Schedule/Legal Reference Citation
Environmental- Regulatory Compliance Clean Water Act Records	Permit- Water  - 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  - 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  - Waste determinations, waste disposal records, universal waste records  Solid Waste and Recycling  - Battery recycling, scrap recycling, landfill records, correspondence	Permanent Permanent	Permanent Permanent	WI Public Records Board - WMRS 8/27/2028 WI Public Records Board - WMRS 8/27/2028
Field Services Records	Billing Program  - Program development documents, studies - Customer billing challenges	20 years 7 years	7 years 7 years	State Statute 19.21 (8) State Statute 19.21 (8)
	Field Services - Capacity, Management, Operation and Maintenance (CMOM) Manual	EVT + 3 years (EVT=date document is superseded)	3 years	NR 210 and WPDES Permit 6.1.7

				Adopted Schedule/Legal
Library (Bucket)	Category & Description	<b>RMMSD Retention Period</b>	Legal Retention Period	Reference Citation
	Health	CR + 5 years	CR + 5 years	WI Public Records
Health Records	<ul> <li>Random drug testing</li> </ul>	(CR=date of	(CR=date of	Board - General
		creation)	creation)	Records Schedule -
				Human Resources &
				Related Records
				11/15/2020-RDA#HR000154
	Employee Medical Files	EVT + 8 years	EVT + 8 years	
		and destroy	and destroy	11/15/2020
	<ul> <li>Pre-employment health assessment</li> </ul>	confidential	confidential	RDA # HR000150
	results, vaccinations, respiratory clearances	(EVT=date of	(EVT=date of	
		separation of	separation of	
		employment in	employment in	
		job that requires	job that requires	
		medical exams	medical exams	
		or maintenance	or maintenance	
		of medical	of medical	
		records)	records)	
		Employees	Employees	RDA # HR000151
		with exposure	with exposure	
		to Hazardous	to Hazardous	
		substances=	substances=	
		EVT + 30 years	EVT + 30 years	
		and destroy	and destroy	
1		EVT=termination	EVT=termination	
		of employment)	of employment)	
Human Resources	Human Resources	EVT + 6 years	6 years after	
Records	<ul> <li>Plan documents and agreements for</li> </ul>	(EVT=after date	filing date	ERISA of 1974
	benefit programs	of termination		
		or superseded)		
	<ul> <li>Employee and benefit handbook</li> </ul>	EVT + 7 years	EVT + 7 years	WI Public Records
		and destroy	and destroy	Board - General
		(EVT=the date	(EVT=the date	Records Schedule -
		the policy or	the policy or	Human Resources &
		procedure is	procedure is	Related Records
		superseded or	superseded or	11/15/2020
		made obsolete	made obsolete	RDA# HR000001

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

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

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

Library (Bucket)	Category & Description	RMMSD Retention Period	Legal Retention Period	Adopted Schedule/Legal Reference Citation
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)

Library (Bucket)	Category & Description	RMMSD Retention Period	Legal Retention Period	Adopted Schedule/Legal Reference Citation
	Records Management Program	EVT + 20 years	EVT + 20 years	WI Public Records Board-
		and destroy	and destroy	Administrative and
	<ul> <li>Policy, Retention Schedule</li> </ul>	(EVT = RDA closed	(EVT = RDA closed	Related Records
		or superseded)	or superseded)	Schedule 08/23/2020
				RDM# ADM0131A
	<ul> <li>Open Records Requests &amp; Responses</li> </ul>	EVT + 10 years	EVT + 3 years	WI Public Records Board-
		and destroy	and destroy	Administrative and
		confidential (EVT=	confidential (EVT=	Related Records Sched.
		response provided)	response provided)	08/23/2020 RDM#ASM00022
	- Records Inventory Files	EVT + 10 years	EVT + 10 years	WI Public Records Board-
		and destroy	and destroy	Administrative and Related
		(EVT=superseded)	(EVT=superseded)	Records Sched. 8/23/2020
				RDM# ADM00130
	- Records Management Program Subject Files	EVT + 10 years	EVT + 10 years	WI Public Records Board-
		and destroy	and destroy	Administrative and Related
		(EVT = after RDA	(EVT = after RDA	Records Sched. 8/23/2020
		is approved)	is approved)	RDM# ADM00135
	- Records Storage / Transfer Files	CR + 3 years	CR + 3 years	WI Public Records Board-
		and destroy	and destroy	Administrative & Related
				Records Sched. 8/23/2020
				RDM# ADM00134
Maintenance Records	Maintenance	EVT + 1 month	EVT + 1 month	WI Public Records Board-
	- Building maintenance equipment and	(EVT = removal &	(EVT = removal &	- WMRS 08/2/2028
	repairs and service records	disposal of Equip.)	disposal of Equip.)	
Pretreatment Program	Pretreatment Data			
Records	- Analytical data, annual compliance	10 Years	3 Years	40 CFR
	monitoring inspections, investigations,			403.12(o)(2)(,(3)
	enforcements, annual and semi- annual			(-//-///-/
	DNR Reports			NR 211.25(3)(c ),(d)

Library (Bucket)	Category & Description	RMMSD Retention Period	Legal Retention Period	Adopted Schedule/Legal Reference Citation
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
	<ul> <li>Records of injuries and illnesses, records         of exposure to toxic substances for each         employee, safety data sheets (SDS)</li> </ul>	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