

COUNTY OF MILWAUKEE
Inter-Office Communication

TO: Marcelia Nicholson, Chairwoman
Milwaukee County Board of Supervisors

FROM: Aaron Hertzberg, Director,
Department of Administrative Services

DATED: 8/19/2021

SUBJECT: Report from the Director, Department of Administrative Services, requesting adoption of a County Records Retention/Disposition Schedule and authorization to release funding from contingency for record destruction costs.

FILE TYPE: Action

The Director, Department of Administrative Services, is requesting approval of a resolution to amend the Milwaukee County Ordinances relating to record retention for the County as well as authorization to use \$400,000 from contingencies to pay for the destruction of 75,000 boxes of records that are eligible to be disposed.

Milwaukee County Ordinance sections 32.65 and 32.66, which pertain to record retention and management, were enacted on December 13, 1990. Subsequently in May 2010, the Wisconsin Public Records Board (WPRB) approved a County Records Retention/Disposition Schedule (Schedule) that can be adopted by any county in the State. The Schedule is purely voluntary and requires an affirmative act on the part of the county to adopt. Counties may (1) opt in; (2) revise and opt in; or (3) opt out in whole from the Schedule.

Milwaukee County desires to revise and opt into the Schedule as it provides a more streamlined process for records retention than currently provided for in Ordinance section 32.65 and 32.66. The revised Ordinance also places each department in charge of implementing the records retention schedule. Therefore, each County department was consulted in order to draft a Revised Schedule (attached). The Revised Schedule notes the deviations from the proposed Schedule by WPRB. These deviations were drafted in consideration of the needs of the County departments.

In order to opt in, the WPRB requires that a county adopt a resolution or enact an ordinance. Therefore, approval of the attached resolution is requested to adopt the Revised Schedule. Additionally, the County must obtain WPRB approval to the extent its Schedule varies from the approved Schedule put out by the WPRB. WPRB approval will be sought if the attached resolution is adopted.

Prepared By:
Una Stojavljevic, Continuous Improvement Analyst, Department of Administrative Services

Approved By: Aaron Hertzberg
Aaron Hertzberg, DAS Director

Attachments:

- Resolution/Ordinance
- Fiscal Note
- Revised County General Record Retention/Disposition Schedule
- County General Schedule Instructions & Forms
- Revisions to Records Ordinances – Tracked Changes