

COUNTY OF MILWAUKEE
Inter-Office Communication

TO: Marcelia Nicholson, Chairwoman
Milwaukee County Board of Supervisors

FROM: Aaron Hertzberg, Director,
Department of Administrative Services

DATED: 9/1/2021

SUBJECT: Report from the Director, Department of Administrative Services, requesting to amend Milwaukee County Ordinances Chapters 32.65, 32.66, 56.14, and 56.29, to adopt 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 Chapters 32.65, 32.66, 56.14, and 56.29 of the Milwaukee County Ordinances, which relate to record retention, 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.

In addition, there are approximately 150,000 total boxes of county records stored with vendor VRC and approximately 50% of these boxes are past their retention period and are eligible to be destroyed. The county is currently paying VRC \$146,250 annually for the storage of these 75,000

boxes of records that are eligible to be destroyed. The total one-time cost to dispose of these records with vendor VRC is \$400,000. This will significantly reduce the number of boxes stored with VRC and will provide a significant savings over time in storage costs.

Prepared By:

Una Stojsavljevic, Continuous Improvement Analyst, Department of Administrative Services

Approved By: _____

Aaron Hertzberg, DAS Director

Attachments:

- Resolution/Ordinance
- Fiscal Note
- Milwaukee County General Record Retention/Disposition Schedule
- Supplemental Instructions & Forms - County General Record Retention Schedule
- Record Retention CI Project PowerPoint Presentation