



Judiciary and Law Enforcement Committee Agenda
Kenosha County Job Center
Conference Room South 10
Wednesday, October 7th, 2020 at 6:30 p.m.

NOTE: UNDER THE KENOSHA COUNTY BOARD RULES OF PROCEDURE ANY REPORT, RESOLUTION, ORDINANCE OR MOTION APPEARING ON THIS AGENDA MAY BE AMENDED, WITHDRAWN, REMOVED FROM THE TABLE, RECONSIDERED OR RESCINDED IN WHOLE OR IN PART AT THIS OR AT FUTURE MEETINGS. NOTICE OF SUCH MOTIONS TO RECONSIDER OR RESCIND AT FUTURE MEETINGS SHALL BE GIVEN IN ACCORDANCE WITH SECTION 2 C OF THE COUNTY BOARD RULES. FURTHERMORE, ANY MATTER DEEMED BY A MAJORITY OF THE BOARD TO BE GERMANE TO AN AGENDA ITEM MAY BE DISCUSSED AND ACTED UPON DURING THE COURSE OF THIS MEETING AND ANY NEW MATTER NOT GERMANE TO AN AGENDA ITEM MAY BE REFERRED TO THE PROPER COMMITTEE. ANY PERSON WHO DESIRES THE PRIVILEGE OF THE FLOOR PRIOR TO AN AGENDA ITEM BEING DISCUSSED SHOULD REQUEST A COUNTY BOARD SUPERVISOR TO CALL SUCH REQUEST TO THE ATTENTION OF THE BOARD CHAIRMAN

1. CALL TO ORDER BY CHAIRMAN
2. ROLL CALL
3. CITIZEN COMMENTS

While both the building and the meeting is open to the public, in keeping with the CDC's recommendations on social distancing, members of the public are strongly encouraged NOT to attend the meeting in person. The meeting will be accessible for public monitoring by calling **1-408-418-9388** and using Access Code (**146 713 1337**). Citizens wishing to make a public comment may submit such comments in writing to before 4:00 pm on Monday October 5th, 2020.

4. SUPERVISOR COMMENTS
5. CHAIRMAN COMMENTS
6. APPROVAL OF MINUTES AUGUST 5TH, 2020
7. RESOLUTION FROM THE JUDICAIRY AND LAW ENFORCEMENT COMMITTEE

- Resolution to Approve the Appointment of Joshua Barker to Serve on the Joint Services Board

Documents:

[RESOLUTIONJOSHUABARKERJOINTSERVICESBOARD.PDF](#)

8. ORDINANCE FROM KENOSHA JOINT SERVICES BOARD CHAIRMAN SUPV. GENTZ

- Repeal and Recreation of MCKC Chapter 3.6451 - Retention of Records-Joint Services Board

Documents:

[ORDINANCE-RETENTION OF RECORDS PDF](#)

9. RESOLUTIONS FROM THE KENOSHA COUNTY SHERIFF'S DEPARTMENT

- Probationary Cabaret License-Wilmot Mountain-WR WM Holdings, LLC, Agent
Brandon Swartz
- FY2020 Law Enforcement Justice Assistance Grant (JAG) Award

Documents:

RESOLUTIONPROBATIONARYCABARETLICENSE WILMOTMOUNTAIN.PDF
RESOLUTIONFY2020
LAWENFORCEMENTJUSTICEASSISTANCEGRANTAWARD.PDF

10. DISCUSSION - BUDGET MEETING DATE

11. ANY OTHER BUSINESS ALLOWED BY LAW

12. ADJOURNMENT

A Quorum of Other Committees or of the County Board May be Present.

Kenosha County



BOARD OF SUPERVISORS

RESOLUTION NO. _____

Subject: **RESOLUTION TO APPROVE THE APPOINTMENT OF JOSHUA BARKER TO SERVE ON THE KENOSHA JOINT SERVICES BOARD**

Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2 nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: October 20, 2020		Date Resubmitted	
Submitted By: Judiciary & Law Enforcement Committee			
Fiscal Note Attached:		Legal Note Attached <input type="checkbox"/>	
Prepared By: Michelle Hicks		Signature:	

WHEREAS, pursuant to County Executive Appointment 2020/21-8, the County Executive has appointed Joshua Barker to serve on the Kenosha Joint Services Board; and

WHEREAS, the Judiciary & Law Enforcement Committee of the Kenosha County Board of Supervisors has reviewed the request of the County Executive for confirmation of the above named to serve on the Kenosha Joint Services Board and is recommending to the Kenosha County Board the approval of the appointment,

NOW, THEREFORE BE IT RESOLVED, that the Kenosha County Board of Supervisors confirms the appointment of Joshua Barker to the Kenosha Joint Services Board. Mr. Barker's appointment shall be effective immediately and shall continue until the 1st day of May, 2023, or until a successor is appointed by the County Executive and confirmed by the Kenosha County Board of Supervisors. Mr. Barker will serve without pay. He will be succeeding Mark Modory.

Respectfully Submitted,
JUDICIARY AND LAW ENFORCEMENT COMMITTEE

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
_____ Supervisor Boyd Frederick, Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor David Celebre, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Jeff Wamboldt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Laura Belsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Mark Nordigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Sharon Pomaville	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Jerry Gulley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



COUNTY OF KENOSHA

OFFICE OF THE COUNTY EXECUTIVE

Jim Kreuser, County Executive

1010 – 56th Street, Third Floor

Kenosha, Wisconsin 53140

(262) 653-2600

Fax: (262) 653-2817

ADMINISTRATIVE PROPOSAL

COUNTY EXECUTIVE APPOINTMENT 2020/21-8

RE: KENOSHA JOINT SERVICES BOARD

TO THE HONORABLE KENOSHA COUNTY BOARD OF SUPERVISORS:

Placing special trust in his judgment and based upon his qualifications, I hereby submit to the Honorable Kenosha County Board of Supervisors for its review and approval the name of

Mr. Joshua Barker
4615 52nd Avenue, Apt. B
Kenosha, WI 53144

to serve a three-year term on the Kenosha Joint Services Board, beginning immediately upon confirmation of the County Board and Common Council and continuing until the 1st day of May, 2023 or until a successor is appointed by the County Executive and the Mayor of the City of Kenosha and confirmed by the Kenosha County Board of Supervisors and the Common Council of the City of Kenosha.

Mr. Barker will serve without pay.

Mr. Barker will be succeeding Mark Modory.

Respectfully submitted this 13th day of August, 2020.

Jim Kreuser

Kenosha County Executive



JOHN M. ANTARAMIAN
Mayor

August 5, 2020

Jim Kreuser
Office of the County Executive
1010-56th Street
Kenosha WI 53140

Dear Mr. Kreuser;

I would like to nominate Joshua Barker for appointment to the Kenosha Joint Services Board of Directors, to serve as the joint City/County appointee.

If approved by both the City of Kenosha Common Council and the Kenosha County Board of Supervisors, Mr. Barker's term will expire on May 1, 2023. The appointment will be placed on the Common Council agenda for consideration at the meeting of August 17th.

Sincerely,
CITY OF KENOSHA

John M. Antaramian
Mayor

JMA:pml

cc: Joshua Barker

COUNTY OF KENOSHA
OFFICE OF THE COUNTY EXECUTIVE
JIM KREUSER

APPOINTMENT PROFILE
KENOSHA COUNTY COMMISSIONS, COMMITTEES, & BOARDS

(Please type or print)

Name: Joshua Jeremy Barker
First Middle Last

Residence Address: 4615 52nd Ave Apt. B Kenosha, WI 53144

Previous Address if above less than 5 years: _____

Occupation: Kenosha Unified School District Student Support Specialist
Company Title

Business Address: _____

Telephone Number: Residence _____ Business _____

Daytime Telephone Number: _____

Mailing Address Preference: Business () Residence ()

Email Address: _____

Do you or have you done business with any part of Kenosha County Government in the past 5 years? Yes () No (X)

If yes, please attach a detailed document.

Affiliations: List affiliations in all service groups, public service organizations, social or charitable groups, labor, business or professional organization, and indicate if it was a board or staff affiliation.

African American Youth Initiative - Leadership
Council / KUSD
Kenosha County Gang Task Force - Kenosha County
- K.U.S.D/Community Crisis Mobilization Team - Team Lead KUSD

Special Interests: Indicate organizations or activities in which you have a special interest but may not have been actively involved.

*If more space is needed, please attach another sheet.
Kenosha County Commissions, Committees, & Boards
Appointment Profile - Page 2

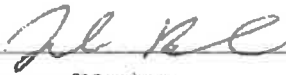
Nominee's Supervisory District 14

Governmental Services: List services with any governmental unit.

Additional Information: List any qualifications or expertise you possess that would benefit the Board, Committee, Commission, etc.

E.D.G.E Taskforce (Baseline)
Eliminating Drugs and Gangs through Education

Conflict Of Interest: It would be inappropriate for you, as a current or prospective appointee, to have a member of your immediate family directly involved with any action that may come under the inquiry or advice of the appointed board, commission, or committee. A committee member declared in conflict would be prohibited from voting on any motion where "direct involvement" had been declared and may result in embarrassment to you and/or Kenosha County.


Signature of Nominee

08/06/2020
Date

Please Return To: Kenosha County Executive
1010 - 56th Street
Kenosha, WI 53140

(For Office Use Only)

Appointed To: _____
Commission/Committee/Board

Term: Beginning _____
Ending _____

Confirmed by the Kenosha County Board on: _____

New Appointment _____ Reappointment _____

Previous Terms: _____

Joshua Barker

4615 52nd Ave Apt. B | 262-412-8226 | joshbarker7282@gmail.com

- *Dedicated Student Support Specialist with excellent communication skills and extensive knowledge in community involvement.*

UW-PARKSIDE 2013

- *Related coursework: Criminal Justice*

BRADFORD HS 2001

- *Related coursework: High School Diploma*

STUDENT SUPPORT SPECIALIST | INDIAN TRAIL HIGH SCHOOL & ACADEMY | 2013-PRESENT

- *Manage student interaction in classroom settings*
- *Support administrators in keeping staff and students safe*
- *Developed and manage support programs for at-risk students to maintain personal and academic success*
- *Co- coordinate registration, Senior Scholarship Awards Program, and Graduation*
- *Team lead for restorative justice practices, Student Voices, A.A.M.I. (African American Male Initiative), PBIS Tier II interventions, and M.I.T.A. (Mahone and Indian Trail Academy) Mentors.*
- *Team lead and active member of KUSD/Community Crisis Mobilization Team*
- *Active member of Kenosha County Gang Taskforce through DCFS*
- *Active member of Racine E.D.G.E. Gang Taskforce*
- *Supervise and assist children through Boys & Girls Club Summer Youth Employment through Kenosha County*
- *Proficient in Word, Excel, Outlook, all aspects of Google Drive applications, and standard office equipment.*
- *Proficient with KUSD Infinite Campus*
- *Exceptional communication skills*
- *Competent multi-tasker*
- *Adhere to FERPA regulations pertaining to student confidentiality*
- *Asked as a resource to assist in developing the Racine E.D.G.E. Taskforce coordinated by RUSD Chief of School*

LEAD PASTEURIZER | ROUNDY'S SUPERMARKETS INC | 2006-2011

- *Pasteurized Dairy Products*
- *Managed multiple crew members ensuring safe and quality production*
- *Operated processing machines and fill lines*

KENOSHA COUNTY

BOARD OF SUPERVISORS

ORDINANCE NO.

Subject: Repeal and Recreation of MCKC Chapter 3.6451 – RETENTION OF RECORDS – JOINT SERVICES BOARD	
Original <input checked="" type="checkbox"/> Corrected <input type="checkbox"/> 2nd Correction <input type="checkbox"/> Resubmitted <input type="checkbox"/>	
Date Submitted:	Date Resubmitted:
Submitted By: Supervisor Jeffrey Gentz	
Fiscal Note Attached <input type="checkbox"/>	Legal Note Attached <input type="checkbox"/>
Prepared By: Matthew Perz, Asst. Corp. Counsel	Signature:

THE KENOSHA COUNTY BOARD OF SUPERVISORS DOES HEREBY ORDAIN that the Municipal Code of Kenosha County Chapter 3.6451, RETENTION OF RECORDS – JOINT SERVICES BOARD, is hereby repealed and recreated as follows:

3.6451 RETENTION OF RECORDS – JOINT SERVICES BOARD

The following schedule of records and retention periods approved by the Wisconsin Department of Administration Public Records Board on June 29, 2020, shall apply at the Kenosha County Joint Services Board:

KENOSHA CITY/COUNTY JOINT SERVICES Records Retention Schedule

RDA #	Record Series Title	Record Series Description	Retention Period	Event Initiating Start of Retention Period
1	Accounts Payable and Supporting Documents	This record series includes accounts payable information and supporting documentation such as transactions, check reconciliation, check register, purchase orders, requisitions, invoices, copies of checks, and journal entries.	7 Years	Fiscal
2	Accounts Receivable and Supporting Documents	This record series includes records that pertain to accounts receivable as well as supporting documentation such as the invoice register, journal entries, account distribution listing, invoices, fleet vehicle maintenance records (for billing), fuel print outs (for billing), receipts, and related reports.	3 Years	Fiscal
3	Annual Budget	Kenosha Joint Services Board approved budget and supporting documents. This records series includes documents used to	6 Years	Fiscal

		prepare the budget, obtain approval, and the final approved budget report.		
4	Annual Report	This record series includes the annual report to the Kenosha Joint Services Board.	7 Years	Creation
5	Attendance Records	This record series includes any documents that detail history of attendance or leave and supporting documentation such as time off requests, leave charts, timecards, trade sheets, and yearly attendance records.	7 Years	Fiscal
6	Audio Recordings (Dispatch Recordings & Administrative Phones)	This record series includes recordings made in the 9-1-1 Communications Center and on administrative phones in the Kenosha County Public Safety Building and Kenosha County Detention Center. These records include recordings of radio transmissions, 911 emergency phone calls, and non-emergency phone calls. Note: Recordings do not include phones used by inmates.	121 Days	Creation
7	Audio Recordings (Meetings)	This record series includes audio recordings of Kenosha Joint Services Board meetings. These recordings are used to produce board meeting minutes.	90 Days	Date the Minutes are Approved
8	Audit Reports	This record series include records that evaluate the financial holdings of Kenosha Joint Services. This series includes audits and financial statements created by an independent accountant's review.	7 Years	Creation
9	Bank Statements/ Reconciliation	This record series includes documentation of transactions from institutions holding Kenosha Joint Services funds.	7 Years	Creation
10	Board Agenda and Minutes	This record series includes Kenosha Joint Services Board agenda's, agenda packets, and meeting minutes.	7 Years	Creation
11	Bond Receipts and Related Documents	This record series includes receipts or documents accepting bond payment. These records include bond receipts, bond signature sheets (bond information notice), charge card request logs, and Trust Fund Account documentation.	8 Years	Creation
12	Booking Photograph and Photograph Record	This record series pertains to booking photograph records taken by Kenosha Joint Services staff.	Permanent	

13	Contracts	This record series includes any contract or agreements to which Kenosha Joint Services is a party.	7 Years	Last Effective Date Thereof
14	Continuity of Operations Plan/Continuity of Government Plan	This record series includes agency plans and documentation for the Continuity of Operations Plan (COOP)/Continuity of Government Plan (COG).	Superseded	Superseded by Revised Plan
15	Deferred Compensation Records	This record series includes reports generated from deferred compensation retirement plans showing employee contributions.	8 Years	End of Service
16	Employee Bloodborne Pathogen Records	This record series includes documents pertaining to an employee's unsafe exposure to bloodborne pathogens.	30 Years	Termination of Employment
17	Employee Retirement Records	This record series includes documentation of an employee's retirement and records related to submitting information to the Wisconsin Retirement System (WRS). This includes records such as WRS Employee Transaction Reports.	8 Years	End of Service
18	Employee Wage & Tax Statements & Other Tax Records	This record series is for records pertaining to employee's wages and tax information such as withholding allowances, W2's, and other tax forms.	7 Years	Fiscal
19	False Alarms and Supporting Documents	This record series pertains to records created for the purpose of billing for false alarms such as false alarm invoices, false alarm reports, and yearly reports.	3 Years	Creation
20	Fingerprint Cards	This record series pertains to fingerprint cards created using ink.	Permanent	
21	Fixed Assets	This record series pertains to documentation of Kenosha Joint Services assets.	1 Year	Disposition of Asset
22	General Ledger	This record series pertains to documentation of financial activity of Kenosha Joint Services such as the general ledger, daily journal entries, income statements, ledger sheets, trust account ledger.	7 Years	Fiscal
23	Imaging Logs	This record series pertains to documentation of paper law enforcement records which were sent out for electronic scanning. These logs contain information on dates and amount of records that were scanned.	7 Years	Creation

24	Incident Records	This record series pertains to records created within the 9-1-1 Communications Department that document information regarding incidents that have been reported to the department via emergency phone call, non-emergency phone call, or radio. This series includes, but is not limited to, records such as 9-1-1 Daily Call Reports, 9-1-1 Error Reports, Computer Aided Dispatch System online printouts, handwritten logs, and tow lists.	10 Years	Creation
25	Insurance Records	This record series pertains to insurance records and includes, but are not limited to, insurance policies and life insurance census reports.	7 Years	Last Effective Date Thereof
26	Invitations to Bid/Requests for Proposals	This record series includes documentation for bid or request for proposal specifications and proposals from vendors.	7 Years	Completion of Work
27	Material Safety Data Sheets (MSDS)	This record series includes MSDS records regarding toxic substance information.	30 Years	Date Substance Received
28	Motor Vehicle Maintenance Records	This record series includes records that document the service and repair of motor vehicles owned by Kenosha Joint Services.	1 Year	Disposal of Vehicle
29	Memorandum of Understanding (MOU)	This record series includes formal agreements between Kenosha Joint Services and other governmental units.	7 Years	Ending Date of MOU
30	Open Records Requests	This record series includes records relating to requests for open records.	3 Years	Response Provided
31	Parts Inventory and Related Documents	This record series includes documents that track inventory such as the Parts Inventory – Year to Date reports and the Parts Inventory Listing maintained by Fleet Maintenance.	4 Years	Fiscal
32	Payroll and Supporting Documents	This record series documents gross pay, net pay, and deductions for Kenosha Joint Services employees. This series includes records such as payroll reports, overtime reports and charts, and other supporting documents.	7 Years	Fiscal
33	Personnel File	This record series includes documents that record personnel actions during the employment of all employees such as, but not limited to, performance evaluations, disciplinary actions, training records, FMLA documentation, and other medical records.	7 Years	Separation of Employment

34	Personnel Recruitment and Selection	This record series includes documentation of hiring processes and includes records such as, but not limited to, notices, vacancy packets, applications, background results, and tests/results.	1 Year	Date of Personnel Action
35	Policy & Procedures	This record series includes all policy and procedures for Kenosha Joint Services. It includes policy and procedures that are entity wide or specific to individual departments within Kenosha Joint Services.	7 Years	Superseded or Obsolete
36	Supply Orders and Supporting Documents	This record series includes supply orders and departmental requests for supply items from inventory.	0 Days	Order Filled, Invoiced, and Paid
37	Union Contracts, Grievance, Mediation, & Arbitration Records	This record series includes all Labor Agreements between Labor Union and Kenosha Joint Services.	Permanent	
38	Visitor Logs	This record series includes logs of authenticated, escorted visitors into secure areas as required by FBI Criminal Justice Information Systems (CJIS) Security Policy or other applicable standards.	3 Years	Date of Visit or Access Removed
39	Workers Compensation Claims	This record series includes documents pertaining to workers compensation claims.	12 Years	Later of Injury, Claim, or Closure

Respectfully Submitted,

Jeffrey Gentz

Approved by:

Judiciary & Law Committee

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Excused</u>
<hr/> Boyd Frederick, Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> David Celebre, Vice-Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Laura Belsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Jerry Gulley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Mark Nordigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Sharon Pomaville	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Jeff Wamboldt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 1	2. Record Series Title Accounts Payable and Supporting Documents
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Finance
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

These records include accounts payable information and supporting documentation such as transactions, check reconciliation, check register, purchase orders, requisitions, invoices, copies of checks, and journal entries.

This retention period matches the Wisconsin County General Records Schedule record series titled *Accounts Payable (and Supporting Documents)* and the Wisconsin Municipal General Records Schedule record series titled *Bank Statements/Reconciliations and Issued Checks*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official		[Signature] Agency Records Officer	
03/02/2020 Date (mm/dd/ccyy)		2/28/2020 2/29/2020 Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
[Signature] State Archivist		[Signature] Executive Secretary - PRB	
6/29/20 Date (mm/dd/ccyy)		6/29/20 Date (mm/dd/ccyy)	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 2	2. Record Series Title Accounts Receivable and Supporting Documents
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Finance
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 3 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

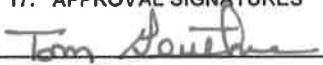
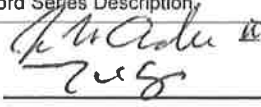
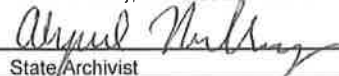

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This records series includes records that pertain to accounts receivable as well as supporting documentation such as the invoice register, journal entries, account distribution listing, invoices, fleet vehicle maintenance records (for billing), fuel print outs (for billing), receipts, and related reports.

This retention period matches Wisconsin Counties General Schedule for *Accounts Receivable (and supporting documents)* as well as the Wisconsin Municipalities General Schedule for *Collection and Disbursement Reports*.

Note: This record series does not include *False Alarm Invoices* which fall under the Kenosha Joint Services record series titled *False Alarms (and supporting documentation)*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthenr, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
17. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy): 03-02-2020		Date (mm/dd/ccyy): 2/28/2020	
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist		 Executive Secretary – PRB	
Date (mm/dd/ccyy): 01/30/20		Date (mm/dd/ccyy): 01/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 3	2. Record Series Title Annual Budget
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration	Subdivision Name Fiscal	
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 6 <input type="checkbox"/>		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

Kenosha Joint Services Board approved budget and supporting documents. This records series includes documents used to prepare the budget, obtain approval, and the final approved budget report.

The retention period exceeds the Wisconsin County General Records Schedule record series titled *Budget* and matches the Wisconsin Municipalities General Record Schedule record series' titled *Approved Annual Operating Budget*, *Budget Documents/Development*, and *Final Budget Submittal*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official		1-13-2020 Date (mm/dd/ccyy)	
1-13-2020 Date (mm/dd/ccyy)		1/14/2020 1/15/2020 Agency Records Officer Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Allyson Mulder State Archivist		1/30/20 Date (mm/dd/ccyy)	
1/30/20 Date (mm/dd/ccyy)		1/29/20 Executive Secretary – PRB Date (mm/dd/ccyy)	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 4	2. Record Series Title Annual Report
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration	Subdivision Name General	
7. Record Series Year of Creation 2018	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input checked="" type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes the annual report to the Kenosha Joint Services Board.

This retention period matches the Wisconsin Municipalities General Records Schedule record series titled *Reports (Annual)* and exceeds the Wisconsin County General Records Schedule record series titled *Annual Reports*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Gentner Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Gentner Agency Official		1/14/2020 7-18 Agency Records Officer	
1-13-2020 Date (mm/dd/ccyy)		1/15/2020 Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL -- Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Allyson Hurling State Archivist		6/29/20 Executive Secretary - PRB	
6/30/20 Date (mm/dd/ccyy)		6/29/20 Date (mm/dd/ccyy)	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 5	2. Record Series Title Attendance Records
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Personnel
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

The records in this series include any documents that detail history of attendance or leave and supporting documentation such as time off requests, leave charts, time cards, trade sheets, and yearly attendance records.

This records series matches the Wisconsin County General Records Schedule record series titled *Time Cards, Attendance Records, and Salary Schedule*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official		1/14/2020 7-148 Agency Records Officer	
1-13-2020 Date (mm/dd/ccyy)		1/15/2020 Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Alyce M. Melling State Archivist		Tom Genthner Executive Secretary - PRB	
10/30/20 Date (mm/dd/ccyy)		6/29/20 Date (mm/dd/ccyy)	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 6	2. Record Series Title Audio Recordings (Dispatch Recordings & Administrative Phones)
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Communications		Subdivision Name
7. Record Series Year of Creation	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 121 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This records series includes recordings made in the 9-1-1 Communications Center and on administrative phones in the Kenosha County Public Safety Building and Kenosha County Detention Center. These records include recordings of radio transmissions, 911 emergency phone calls, and non-emergency phone calls.

Note: Recordings do not include phones used by inmates.

This records retention time period matches the Wisconsin County General Records Schedule record series titled *Audio Recordings (Dispatch)*.

Wisconsin Stat. § 893.80 allows for claims to be made against governmental bodies within 120 days of an event. Maintaining these recordings for the specified time period will meet the requirements of this statute.

Some of the information found in this records series is protected by the Driver's Privacy Protection Act (DPPA), 18 U.S.C. § 2721.

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
17. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy): 1-13-2020		Date (mm/dd/ccyy): 1/14/2020	
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist		 Executive Secretary - PRB	
Date (mm/dd/ccyy): 6/30/20		Date (mm/dd/ccyy): 6/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 7	2. Record Series Title Audio Recordings (Meetings)
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name
7. Record Series Year of Creation 2017	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 90 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Date the minutes are approved
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This records series includes audio recordings of Kenosha Joint Services Board meetings. These recordings are used to produce board meeting minutes.

This series matches the Wisconsin Municipal and Related Records General Schedule record series titled *Audio Tapes*.

Wisconsin Stat. § 19.21 (7) sets the retention time period for this record series.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or Telephone: 262-605-5010		Records Officer: Thomas Genthner, Director Email: twg327@kenoshajs.org	
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official		1-13-2020 Date (mm/dd/ccyy)	
Alynn M. Miller State Archivist		6/30/20 Date (mm/dd/ccyy)	
Tom Genthner Agency Records Officer		1/15/2020 Date (mm/dd/ccyy)	
Alynn M. Miller Executive Secretary - PRB		6/29/20 Date (mm/dd/ccyy)	

PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 8	2. Record Series Title Audit Reports
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Finance
7. Record Series Year of Creation	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This records series include records that evaluate the financial holdings of Kenosha Joint Services. This series includes audits and financial statements created by an independent accountant's review.

This retention time period matches the Wisconsin County General Records Schedule record series titled *Audit (external)* and exceeds the retention time period for the Wisconsin Municipalities General Records Schedule record series titled *Audit Reports*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official Date (mm/dd/ccyy): 1-13-2020		[Signature] Agency Records Officer Date (mm/dd/ccyy): 1/14/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
[Signature] State Archivist Date (mm/dd/ccyy): 1/30/20		[Signature] Executive Secretary - PRB Date (mm/dd/ccyy): 1/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 9	2. Record Series Title Bank Statements/Reconciliations
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Financial
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description


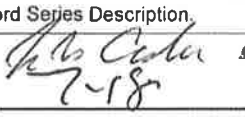
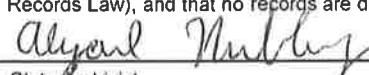

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes documentation of transactions from institutions holding Kenosha Joint Services funds.

This retention time period matches Wisconsin County General Records Schedule record series titled *Bank Statements/Reconciliations* and Wisconsin Municipal Records General Schedule record series titled *Bank Statements/Reconciliations*.

Under Wis. Stat. § 19.36(13) some information in this record series may qualify as confidential or protected.

Note: This record series does not include the Trust Fund Account. Those records are maintained under the Bond Receipts (and supporting documentation) records series.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access Is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
17. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy): 03-02-2020		Date (mm/dd/ccyy): 2/20/20	
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist		 Executive Secretary – PRB	
Date (mm/dd/ccyy): 01/30/20		Date (mm/dd/ccyy): 06/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 10	2. Record Series Title Board Agenda and Minutes
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input checked="" type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes Kenosha Joint Services Board agenda's, agenda packets, and meeting minutes.

This retention time period exceeds the Wisconsin County General Records Schedule record series titled *Agenda and Minutes*. The time period also exceeds the Wisconsin Municipal Records General Schedule record series titled *Committee Records and Minutes*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
17. APPROVAL SIGNATURES			
[Signature] 1-13-2020 Agency Official Date (mm/dd/ccyy)		[Signature] 1/15/2020 Agency Records Officer Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
[Signature] 6/29/20 State Archivist Date (mm/dd/ccyy)		[Signature] 6/29/20 Executive Secretary - PRB Date (mm/dd/ccyy)	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 11	2. Record Series Title Bond Receipts and Related Documents
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Records	Subdivision Name	
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 8 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes receipts or documents accepting bond payment. These records include bond receipts, bond signature sheets (bond information notice), charge card request logs, and Trust Fund Account documentation.

This retention time period matches the Wisconsin County General Records Schedule series titled *Bond Receipts*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Steinhilber Agency Official		1/13/2020 Date (mm/dd/ccyy)	
1/15/2020 Date (mm/dd/ccyy)		1/15/2020 Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Allyson Nordberg State Archivist		6/30/20 Date (mm/dd/ccyy)	
Tom Genthner Executive Secretary – PRB		6/29/20 Date (mm/dd/ccyy)	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 12	2. Record Series Title Booking Photograph and Photograph Record
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Evidence/Identification	Subdivision Name Identification	
7. Record Series Year of Creation 1993	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* <input checked="" type="checkbox"/>		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation <input type="checkbox"/> Fiscal <input type="checkbox"/> Other (Specify) <input type="checkbox"/> <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

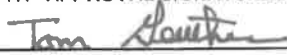
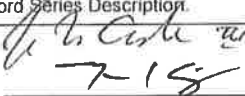
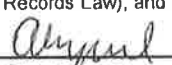

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This series pertains to booking photograph records taken by Kenosha Joint Services staff.

This retention period matches the Wisconsin County Records Retention Schedule record series titled *Mug Shots*.

These records are maintained permanently in an electronic database which is backed up at a data recovery site.

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	
17. APPROVAL SIGNATURES	
 Agency Official Date (mm/dd/ccyy) 1-13-2020	 Agency Records Officer Date (mm/dd/ccyy) 1/15/2020
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5). (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	
 State Archivist Date (mm/dd/ccyy) 6/30/20	 Executive Secretary - PRB Date (mm/dd/ccyy) 6/29/20

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 13	2. Record Series Title Contracts
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> after last effective date thereof
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This records series includes any contract or agreements to which Kenosha Joint Services is a party.

The retention period matches the Wisconsin County General Records Schedule series titled *Agreements and Contracts*. It also exceeds the Wisconsin Municipal Records General Schedule record series titled *Contracts and Agreements*.

Wisconsin Stat. § 59.52(4)(a)(10) sets the retention time period for this record series.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official Date (mm/dd/ccyy) 1-13-2020		[Signature] Agency Records Officer Date (mm/dd/ccyy) 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Allyson Numbly State Archivist Date (mm/dd/ccyy) 6/30/20		Tom Genthner Executive Secretary – PRB Date (mm/dd/ccyy) 6/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 14	2. Record Series Title Continuity of Operations Plan/Continuity Of Government Plan
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 2009	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 0 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Superseded by Revised Plan
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

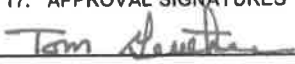
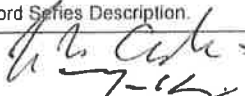
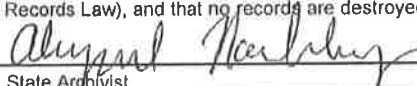

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes agency plans and documentation for the Continuity of Operations Plan (COOP)/Continuity of Government Plan (COG).

These records will be retained until superseded by a revised plan.

This record series matches the Wisconsin County Records General Schedule record series titled *COOP/COG* and the Wisconsin Municipal Records General Schedule record series titled *Continuity of Government Operational Plan and Documentation*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
17. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy): 1-13-2020		Date (mm/dd/ccyy): 1/14/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist		 Executive Secretary - PRB	
Date (mm/dd/ccyy): 6/30/20		Date (mm/dd/ccyy): 6/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 15	2. Record Series Title Deferred Compensation Records
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration	Subdivision Name Finance	
7. Record Series Year of Creation 1985	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 8 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> End of service
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This records series includes reports generated from deferred compensation retirement plans showing employee contributions.

The retention time period corresponds to the Wisconsin County General Schedule record series titled *Deferred Compensation Records*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description	
17. APPROVAL SIGNATURES	
Agency Official: <u>Tom Sawicki</u> Date (mm/dd/ccyy): <u>1-13-2020</u>	Agency Records Officer: <u>[Signature]</u> Date (mm/dd/ccyy): <u>1/14/2020</u> <u>[Signature]</u> Date (mm/dd/ccyy): <u>1/15/2020</u>
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	
State Archivist: <u>[Signature]</u> Date (mm/dd/ccyy): <u>1/30/20</u>	Executive Secretary - PRB: <u>[Signature]</u> Date (mm/dd/ccyy): <u>6/29/20</u>

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 16	2. Record Series Title Employee Bloodborne Pathogen Records
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Personnel
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 30 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Termination of Employment
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		


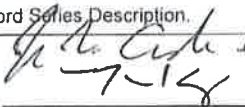
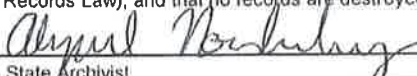

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes documents pertaining to an employee's unsafe exposure to bloodborne pathogens.

The retention time period matches the Wisconsin County Records General Schedule record series titled *Employee Blood Borne Pathogen Records*.

Wisconsin Stat. § 146.82 sets patient health care records as confidential.

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Gentner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
17. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy) 1-13-2020		Date (mm/dd/ccyy) 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist		 Executive Secretary - PRB	
Date (mm/dd/ccyy) 6/30/20		Date (mm/dd/ccyy) 6/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 17	2. Record Series Title Employee Retirement Records
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
Division Name Administration	6. Agency Name Kenosha Joint Services	
	Subdivision Name Personnel	
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 8 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> End of Service
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This records series includes documentation of an employee's retirement and records related to submitting information to the Wisconsin Retirement System (WRS). This includes records such as WRS Employee Transaction Reports.

This retention period corresponds to the Wisconsin County Records General Schedule series titled *Retirement Records*.

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	
17. APPROVAL SIGNATURES	
Tom Genthner 1/13/2020 Agency Official Date (mm/dd/ccyy)	Thomas Genthner 1/15/2020 Agency Records Officer Date (mm/dd/ccyy)
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5). (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	
Alyson Muehlberg 6/30/20 State Archivist Date (mm/dd/ccyy)	Tom Genthner 6/29/20 Executive Secretary - PRB Date (mm/dd/ccyy)

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 18	2. Record Series Title Employee Wage & Tax Statements & Other Tax Records
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Finance
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series is for records pertaining to employee's wages and tax information such as withholding allowances, W2's, and other tax forms.

This series matches the Wisconsin County Records General Schedule series titled *Withholding Allowance Certificates, Employee Wage & Tax Statements, & Other Tax Records*.

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official Date (mm/dd/ccyy) 1-13-2020		[Signature] Agency Records Officer Date (mm/dd/ccyy) 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Alynn Nulley State Archivist Date (mm/dd/ccyy) 6/30/20		[Signature] Executive Secretary - PRB Date (mm/dd/ccyy) 6/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

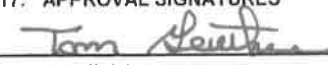
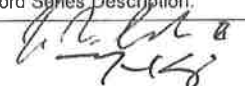
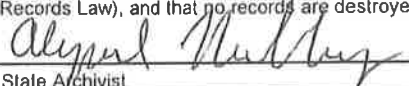

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 19	2. Record Series Title False Alarms and Supporting Documents
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 3 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This series pertains to records created for the purpose of billing for false alarms such as false alarm invoices, false alarm reports, and yearly reports.

This retention period matches the Wisconsin County General Records Schedule series titled *False Alarm Fee Documentation*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Agency Official:  Date (mm/dd/ccyy): 1-13-2020		Agency Records Officer:  Date (mm/dd/ccyy): 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
State Archivist:  Date (mm/dd/ccyy): 6/30/20		Executive Secretary – PRB:  Date (mm/dd/ccyy): 6/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 20	2. Record Series Title Fingerprint Cards
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Evidence/Identification	Subdivision Name Identification	
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* <input checked="" type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This series pertains to fingerprint cards created using ink.

This retention period matches the Wisconsin County Records General Schedule series titled *Finger Print Cards*.

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Genthner 1-13-2020 Agency Official Date (mm/dd/ccyy)		Thomas Genthner 11/15/2020 Agency Records Officer Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL -- Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Alfred Nussling 6/30/20 State Archivist Date (mm/dd/ccyy)		Tom Genthner 6/29/20 Executive Secretary - PRB Date (mm/dd/ccyy)	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 21	2. Record Series Title Fixed Assets
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Finance
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 1 0 0 0 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Disposition of Asset
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This series pertains to documentation of Kenosha Joint Services assets.

The retention period matches the Wisconsin County General Records Schedule series titled *Fixed Assets*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
17. APPROVAL SIGNATURES			
Tom Genthner 1-13-2020 Agency Official Date (mm/dd/ccyy)		7-1-18 1/15/2020 Agency Records Officer Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Alyssa M. Hunsicker 6/30/20 State Archivist Date (mm/dd/ccyy)		Donna Brennan 6/29/20 Executive Secretary - PRB Date (mm/dd/ccyy)	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

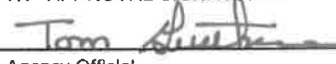
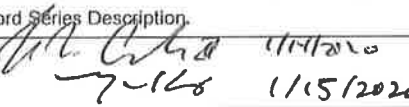
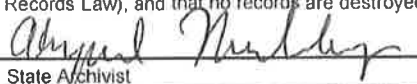

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 22	2. Record Series Title General Ledger
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Finance
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation <input type="checkbox"/> Fiscal <input checked="" type="checkbox"/> Other (Specify) <input type="checkbox"/> <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input checked="" type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This series pertains to documentation of financial activity of Kenosha Joint Services such as the general ledger, daily journal entries, income statements, ledger sheets, trust account ledger.

The retention time period matches the Wisconsin County Records General Schedule series titled *General Ledger*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or Telephone: 262-605-5010		Records Officer: Thomas Genthner, Director Email: twg327@kenoshajs.org	
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy): 1-13-2020		Date (mm/dd/ccyy): 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist		 Executive Secretary – PRB	
Date (mm/dd/ccyy): 6/30/20		Date (mm/dd/ccyy): 6/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 23	2. Record Series Title Imaging Logs
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Records		Subdivision Name
7. Record Series Year of Creation 2014	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This series pertains to documentation of paper law enforcement records which were sent out for electronic scanning. These logs contain information on dates and amount of records that were scanned.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Genthner 1-13-2020 Agency Official Date (mm/dd/ccyy)		[Signature] 1/14/2020 Agency Records Officer Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
[Signature] 6/30/20 State Archivist Date (mm/dd/ccyy)		[Signature] 6/29/20 Executive Secretary - PRB Date (mm/dd/ccyy)	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 24	2. Record Series Title Incident Records
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Communications		Subdivision Name
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 10 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This series pertains to records created within the 9-1-1 Communications Department that document information regarding incidents that have been reported to the department via emergency phone call, non-emergency phone call, or radio.

This series includes, but is not limited to, records such as 9-1-1 Daily Call Reports, 9-1-1 Error Reports, Computer Aided Dispatch System online printouts, handwritten logs, and tow lists.

This retention time period matches the Wisconsin County Records General Schedule series titled *Incident Record*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official Date (mm/dd/ccyy) 1-13-2020		Tom Genthner Agency Records Officer Date (mm/dd/ccyy) 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Alyssa Nuebel State Archivist Date (mm/dd/ccyy) 6/30/20		Tom Genthner Executive Secretary - PRB Date (mm/dd/ccyy) 6/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 25	2. Record Series Title Insurance Records
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
Division Name Administration	6. Agency Name Kenosha Joint Services	
7. Record Series Year of Creation 1982		
8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)		
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Last effective day thereof		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (VHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		


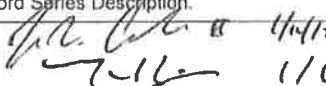
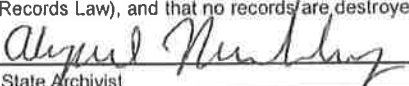

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series pertains to insurance records and includes, but are not limited to, insurance policies and life insurance census reports.

The retention time period corresponds to the Wisconsin County General Schedule series titled *Insurance*.

Wisconsin State Statute § 59.52(4)(a)(10) sets the retention period for this records series.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Gentner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	
17. APPROVAL SIGNATURES	
Agency Official  Date (mm/dd/ccyy) 1-13-2020	Agency Records Officer  Date (mm/dd/ccyy) 1/15/2020
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	
State Archivist  Date (mm/dd/ccyy) 6/30/20	Executive Secretary - PRB  Date (mm/dd/ccyy) 6/29/20

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 26	2. Record Series Title Invitations to Bid/Requests for Proposals
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration	Subdivision Name General	
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Completion of Work
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes documentation for bid or request for proposal specifications and proposals from vendors.

This retention time period matches the Wisconsin County Records General Schedule series titled *Invitations to Bid/Requests for Proposal*.

Wis. Stat. § 59.52(4)(a)(10) sets the retention time period for this record series.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official Date (mm/dd/ccyy) 1-13-2020		[Signature] Agency Records Officer Date (mm/dd/ccyy) 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Alyssa M. [Signature] State Archivist Date (mm/dd/ccyy) 6/30/20		[Signature] Executive Secretary - PRB Date (mm/dd/ccyy) 6/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 27	2. Record Series Title Material Safety Data Sheets (MSDS)
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 30 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Date Substance Received
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes MSDS records regarding toxic substance information.

Wisconsin Stat. § 101.583(1)(a) sets the retention time period for this record series.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official		11/15/2020 Agency Records Officer	
PUBRIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Alfred M. ... State Archivist		Tom Genthner Executive Secretary - PRB	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 28	2. Record Series Title Motor Vehicle Maintenance Records
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Fleet Maintenance		Subdivision Name
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 1 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Disposal of Vehicle
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes records that document the service and repair of motor vehicles owned by Kenosha Joint Services.

This retention time period exceeds the Wisconsin County Records General Schedule record series titled *Vehicle Maintenance Histories* and matches the Wisconsin Municipalities Records General Schedule record series titled *Motor Vehicle and Heavy Equipment Maintenance Records*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official		1/15/2020 1/15/2020 Agency Records Officer	
PUBRIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or anticipated.			
Alyssa M. Hickey State Archivist		6/29/20 Executive Secretary - PRB	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 29	2. Record Series Title Memorandum of Understanding (MOU)
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Ending Date of MOU
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes formal agreements between Kenosha Joint Services and other governmental units.

The retention time period matches the Wisconsin Municipal Records General Schedule series titled *Memorandums of Understanding (MOU) & Service Level Agreements (SLA)*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official Date (mm/dd/ccyy) 1-13-2020		Heidi Carls Agency Records Officer Date (mm/dd/ccyy) 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Allyson Mulvey State Archivist Date (mm/dd/ccyy) 6/30/20		Don Brown Executive Secretary - PRB Date (mm/dd/ccyy) 6/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

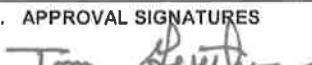
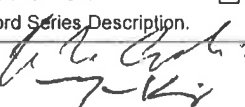
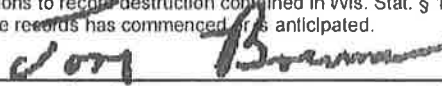
<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 30	2. Record Series Title Open Records Requests
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Records		Subdivision Name
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 3 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Response provided
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes records relating to requests for open records.

This retention time period matches the Wisconsin Municipal Records General Schedule series titled *Open Records Requests and Responses*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Agency Official:  Date (mm/dd/ccyy): 1-13-2020		Agency Records Officer:  Date (mm/dd/ccyy): 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
State Archivist:  Date (mm/dd/ccyy): 6/30/20		Executive Secretary - PRB:  Date (mm/dd/ccyy): 6/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization


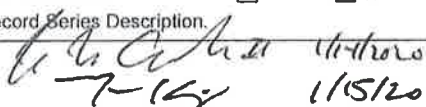
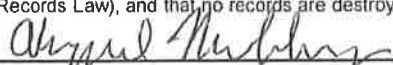

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 31	2. Record Series Title Parts Inventory and Related Documents
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Fleet Maintenance		Subdivision Name
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 4 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes documents that track inventory such as the Parts Inventory – Year to Date reports and the Parts Inventory Listing maintained by Fleet Maintenance.

This retention time period matches the Wisconsin Fiscal and Accounting Related Records General Schedule records series titled *Inventories – Capital Equipment, Supplies, Commodities and Parts*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy): 1-13-2020		Date (mm/dd/ccyy): 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist		 Executive Secretary – PRB	
Date (mm/dd/ccyy): 6/20/20		Date (mm/dd/ccyy): 6/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 32	2. Record Series Title Payroll and Supporting Documents
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Personnel
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This records series documents gross pay, net pay, and deductions for Kenosha Joint Services employees. This series includes records such as payroll reports, overtime reports and charts, and other supporting documents.

This retention time period matches the Wisconsin County Records General Schedule series titled *Payroll Records* and the Wisconsin Municipalities Records General Schedule titled *Payrolls and Payroll Register*.

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Genthner 1-13-2020 Agency Official Date (mm/dd/ccyy)		Tom Genthner 1/15/2020 Agency Records Officer Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Allyson Muehlberg 6/30/20 State Archivist Date (mm/dd/ccyy)		Tom Genthner 6/29/20 Executive Secretary - PRB Date (mm/dd/ccyy)	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 33	2. Record Series Title Personnel File
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Personnel
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input checked="" type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Separation from Employment
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

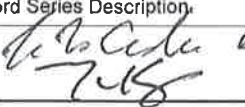
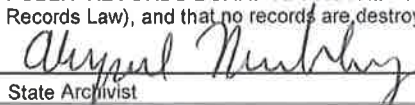
This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes documents that record personnel actions during the employment of all employees such as, but not limited to, performance evaluations, disciplinary actions, training records, FMLA documentation, and other medical records.

This retention time period matches the Wisconsin County Records General Schedule series titled *Personnel (File)* and the Wisconsin Municipal Records General Schedule series titled *Personnel Files*.

This record series may contain material protected by Wis. Stat. § 19.36(10).

No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
17. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy): 03-03-2020		Date (mm/dd/ccyy): 2/20/20	
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist		 Executive Secretary – PRB	
Date (mm/dd/ccyy): 6/30/20		Date (mm/dd/ccyy): 6/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 34	2. Record Series Title Personnel Recruitment and Selection
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Personnel
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input checked="" type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 1 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Date of Personnel Action
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

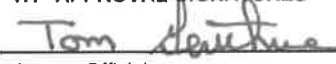
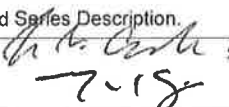
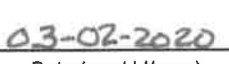
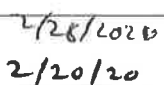
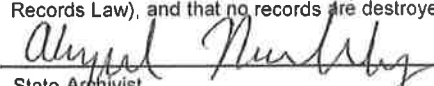
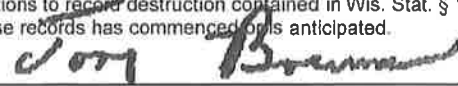
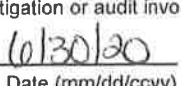
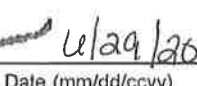
This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes documentation of hiring processes and includes records such as, but not limited to, notices, vacancy packets, applications, background results, and tests/results.

This retention time period matches the Wisconsin County Records General Schedule series titled *Personnel (Recruitment and Selection)*.

This record series may contain material protected by Wis. Stat. § 19.36(10).

No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Gentner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	
17. APPROVAL SIGNATURES	
 Agency Official	 Agency Records Officer
 Date (mm/dd/ccyy) 03-02-2020	 Date (mm/dd/ccyy) 2/20/20
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	
 State Archivist	 Executive Secretary - PRB
 Date (mm/dd/ccyy) 01/30/20	 Date (mm/dd/ccyy) 01/29/20

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 35	2. Record Series Title Policy & Procedures
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Superseded or Obsolete
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes all policy and procedures for Kenosha Joint Services. It includes policy and procedures that are entity wide or specific to individual departments within Kenosha Joint Services.

The retention time matches the Wisconsin County Records General Schedule series titled *Policy & Procedures Manual* and the Wisconsin Municipal Records General Schedule series titled *Internal Policies and Procedures*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy) 11/15/2020		Date (mm/dd/ccyy) 11/15/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist		 Executive Secretary - PRB	
Date (mm/dd/ccyy) 6/30/20		Date (mm/dd/ccyy) 6/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 36	2. Record Series Title Supply Orders and Supporting Documents
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 0 0 0 0 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Order filled, invoiced, and paid
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes supply orders and departmental requests for supply items from inventory.

These records can be destroyed immediately once the orders are filled, invoiced, and paid, therefore the retention time period appears as zero days following the start of the time period. This retention time period matches the Wisconsin County Records General Schedule series titled *Supply Orders*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Genthner 1-13-2020 Agency Official Date (mm/dd/ccyy)		Thomas Genthner 1/15/2020 Agency Records Officer Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Alyssa K. Kuhl 6/30/20 State Archivist Date (mm/dd/ccyy)		Cory Brown 6/29/20 Executive Secretary - PRB Date (mm/dd/ccyy)	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 37	2. Record Series Title Union Contracts, Greivence, Meidation & Arbitration Records
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* <input checked="" type="checkbox"/>		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation <input type="checkbox"/> Fiscal <input type="checkbox"/> Other (Specify) <input type="checkbox"/> <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

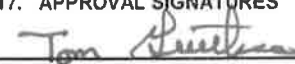
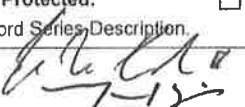
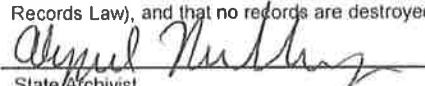

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes all Labor Agreements between Labor Union and Kenosha Joint Services.

These records are maintained in both paper and electronic form which is backed up at a data recovery site.

The retention time period matches the Wisconsin County Records General Schedule record series titled *Union Contracts & Grievance, Mediation & Arbitration Records*.

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access Is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy) 1-13-2020		Date (mm/dd/ccyy) 1/14/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist		 Executive Secretary - PRB	
Date (mm/dd/ccyy) 6/30/20		Date (mm/dd/ccyy) 6/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 38	2. Record Series Title Visitor Logs
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 3 <input type="checkbox"/>		10. Event that initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Date of visit or access removed
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes logs of authenticated, escorted visitors into secure areas as required by FBI Criminal Justice Information Systems (CJIS) Security Policy or other applicable standards.

This retention time period matches the Facilities Management and Related Records General Records Schedule titled *Building and Facility Admittance Records*.

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Genthner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Agency Official: <i>Tom Genthner</i> Date (mm/dd/ccyy): 1-13-2020		Agency Records Officer: <i>Thomas Genthner</i> Date (mm/dd/ccyy): 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
State Archivist: <i>Alfred N. H. H.</i> Date (mm/dd/ccyy): 6/30/20		Executive Secretary – PRB: <i>Tom Brennan</i> Date (mm/dd/ccyy): 6/29/20	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 39	2. Record Series Title Workers Compensation Claims
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Personnel
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 12 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Later of injury, claim, or closure
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

This record series includes documents pertaining to workers compensation claims.

This retention time period matches the Wisconsin County Records General Schedule records series titled Worker's Compensation Claims.

Wisconsin Stat. § 102.33 restricts public access to the information within these records.

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Name of Agency <input checked="" type="checkbox"/> Program Contact or <input type="checkbox"/> Records Officer: Thomas Gentner, Director Telephone: 262-605-5010 Email: twg327@kenoshajs.org			
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
17. APPROVAL SIGNATURES			
Tom Gentner 1-13-2020 Agency Official Date (mm/dd/ccyy)		Tom Gentner 1/15/2020 Agency Records Officer Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5). (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Alvin M. Muehlenberg 6/30/20 State Archivist Date (mm/dd/ccyy)		Tom Gentner 6/29/20 Executive Secretary - PRB Date (mm/dd/ccyy)	

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: June 2030

KENOSHA COUNTY BOARD OF SUPERVISORS

RESOLUTION NO.

Subject: PROBATIONARY CABARET LICENSE: Wilmot Mountain – VR WM Holdings LLC, Agent Brandon Swartz
--

Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2 nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: October 20, 2020		Date Resubmitted:	
Submitted By: Judiciary & Law Enforcement Committee			
Fiscal Note Attached: <input type="checkbox"/>		Legal Note Attached: <input type="checkbox"/>	
Prepared By: Robert Hallisy, Jr. Captain of Operations		Signature:	

WHEREAS, the application of **Brandon Swartz - Agent** for a probationary cabaret license for **Wilmot Mountain 11931 Fox River Road Wilmot**, Wisconsin, in the Town of **Randall**, was made during the month of **September of 2020**, was turned over to the Kenosha Sheriff's Office on **September 9, 2020**, and,

WHEREAS, said applicant has paid to the Kenosha County Treasurer's Office the application fee of \$200.00, and

WHEREAS, the Kenosha Sheriff's Department has conducted an inspection of the premises, and

WHEREAS, the premises were found to be in conformity with the Cabaret Ordinance Number 8.02.

NOW, THEREFORE BE IT RESOLVED, that because this is the initial application by the license holder, a probationary license be granted to **Brandon Swartz of Wilmot Mountain** for **six months**.

Respectfully Submitted,

JUDICIARY AND LAW ENFORCEMENT COMMITTEE

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
_____ Supervisor Boyd Frederick, Chairperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor David Celebre, Vice Chairperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Jeff Wamboldt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Mark Nordigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Laura Belsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Sharon Pomaville	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Jerry Gulley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Kenosha County Sheriff's Department

Summary

Print Date/Time: 09/22/2020 13:33
Login ID: kcad\rhallisy
Case Number: 2020-00335058

ORI Number: Kenosha County Sheriff's Department
WI0300000

Case

Case Number: 2020-00335058
Location: 11931 FOX RIVER RD
WILMOT, WI 53192
Reporting Officer ID: 290 - Beckstrom

Incident Type: Service
Occurred From: 09/16/2020 12:22
Occurred Thru: 09/16/2020 12:22
Disposition:
Disposition Date:
Reported Date: 09/16/2020 12:22 Wednesday

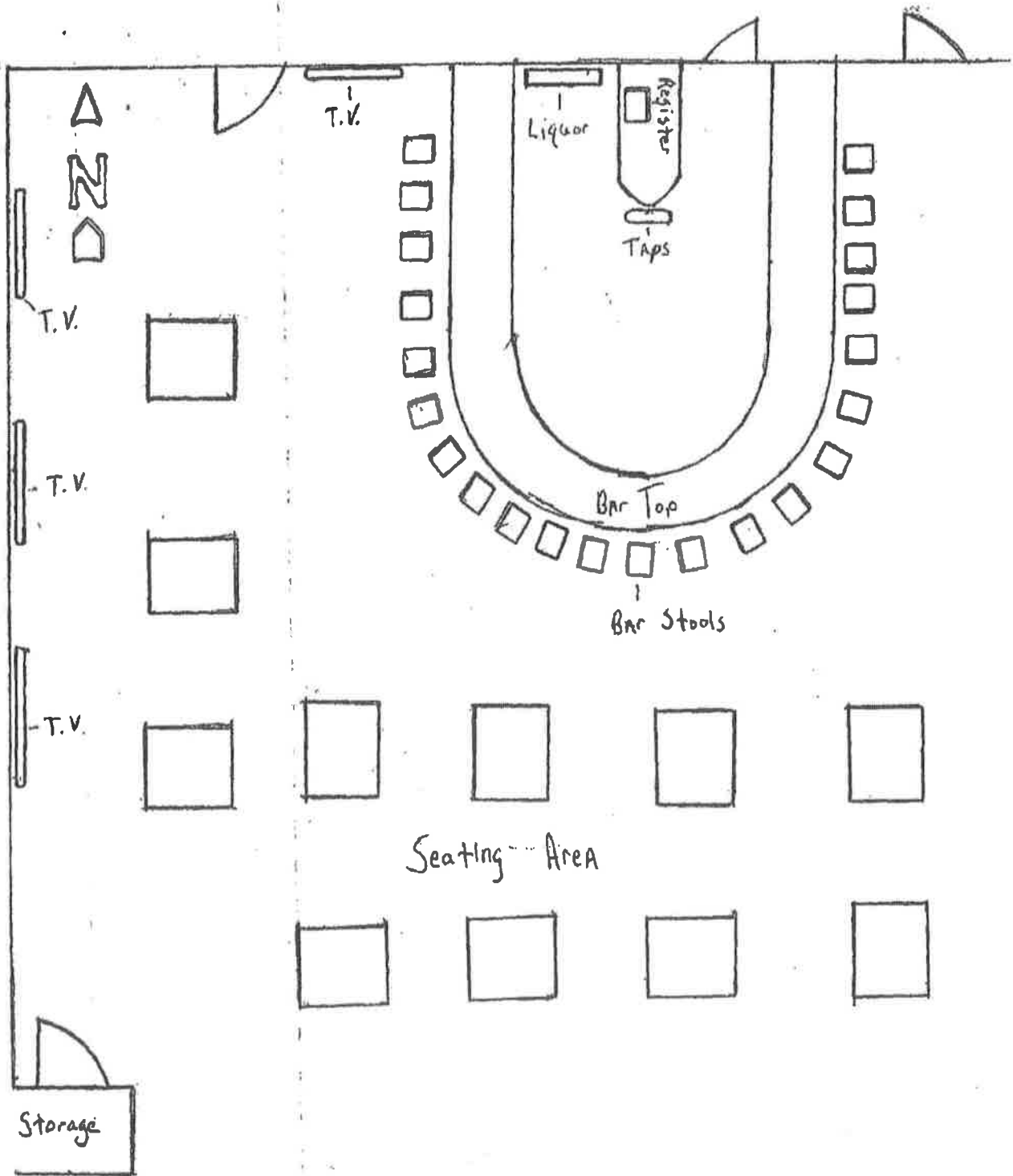
Offenses

No.	Group/ORI	Crime Code	Statute	Description	Counts
-----	-----------	------------	---------	-------------	--------

Property

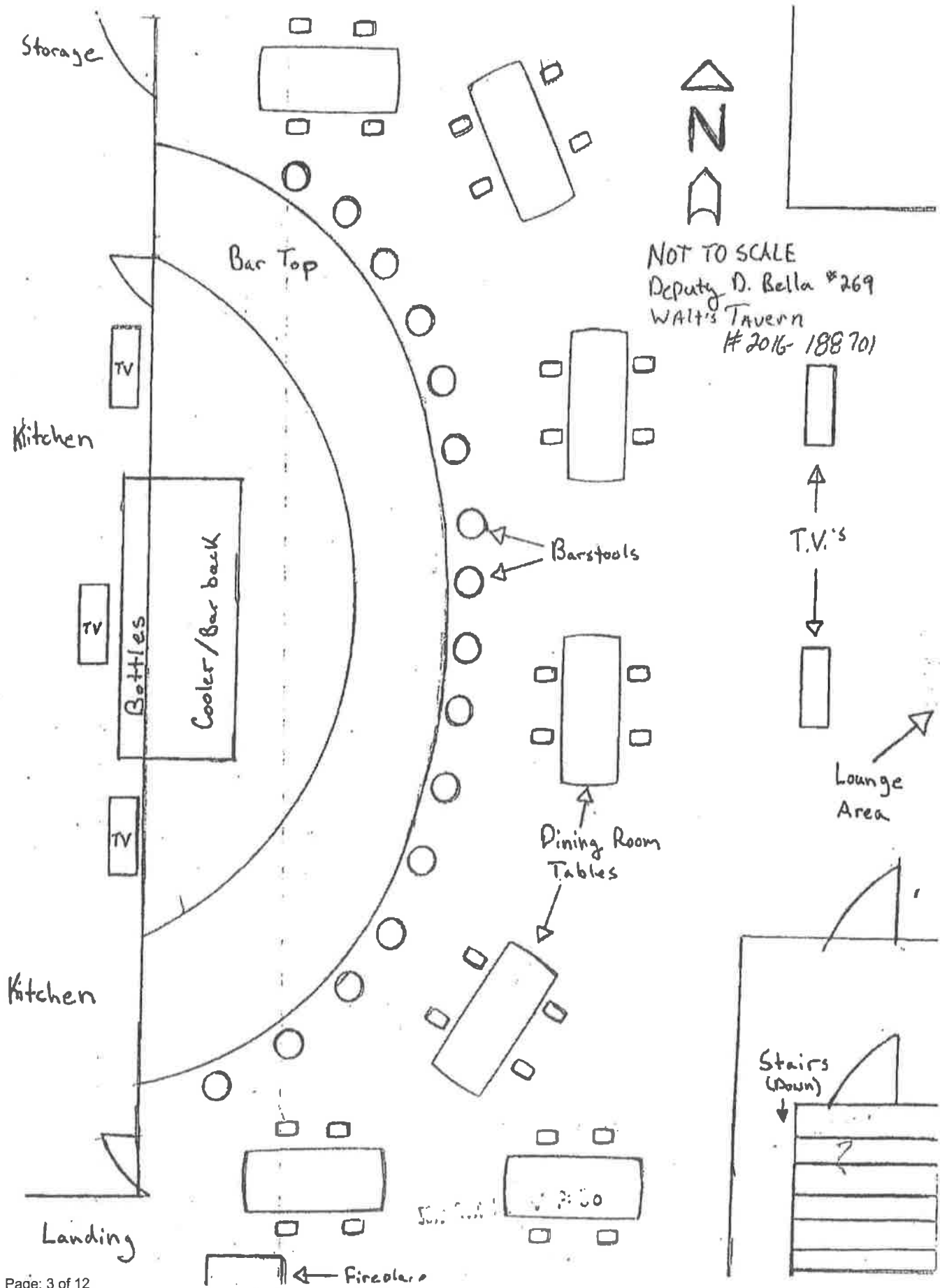
Date	Code	Type	Make	Model	Description	Tag No.	Item No.
------	------	------	------	-------	-------------	---------	----------

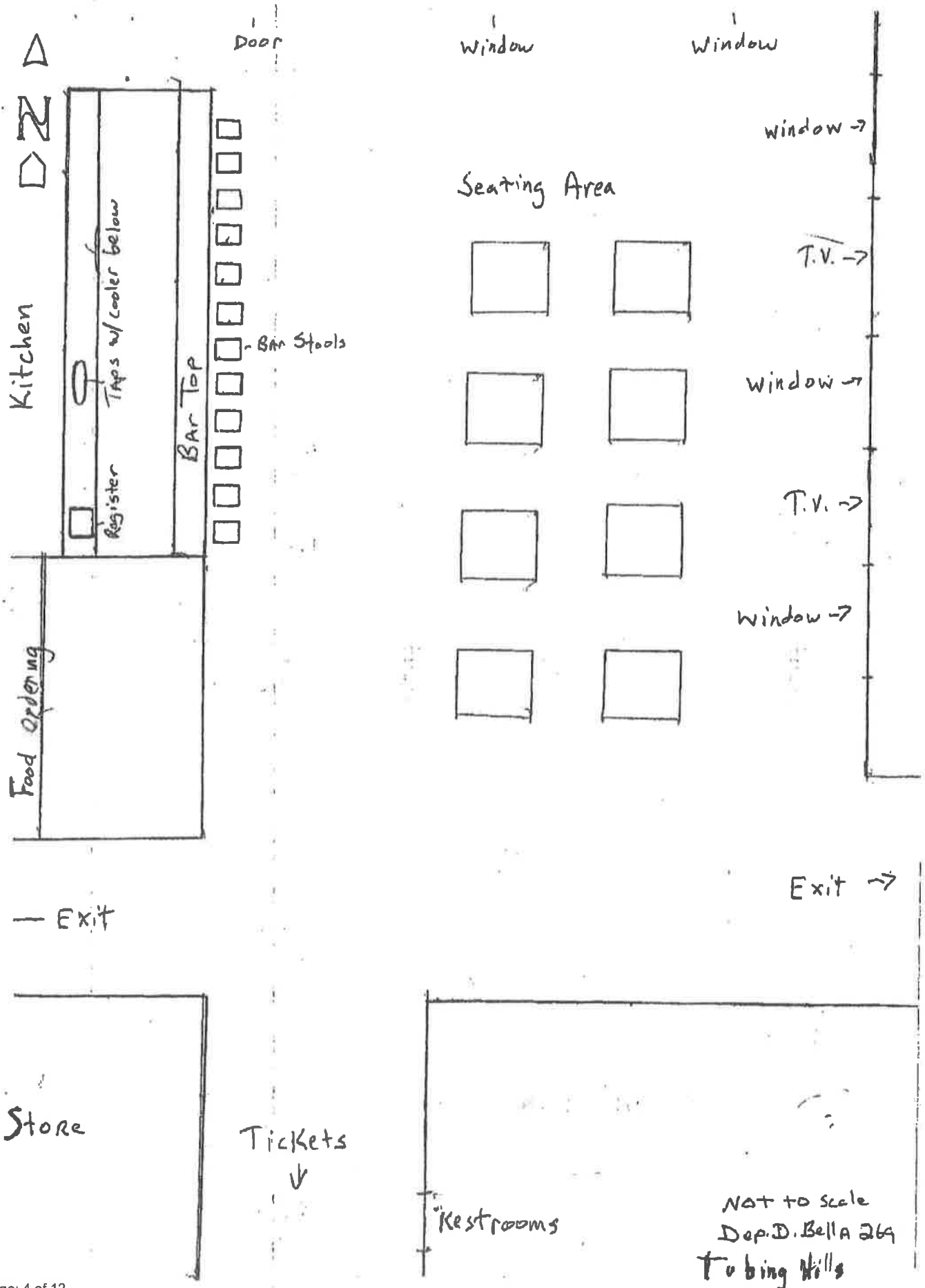
Routing:



. Main Ski Lodge Hallway

Not to Scale
 Dec. D. Bellin 269
 Ski Hill Grill + Bar





BLB Combination Class B Retail License
 Wisconsin Department of Revenue, Income, Sales & Excise Tax Division

COMBINATION
 FORM

No. 2020/2021 - 003
 \$290.00

CLASS B RETAILER'S LICENSE
for the sale of
FERMENTED MALT BEVERAGES and INTOXICATING LIQUORS

WHEREAS, the local governing body of the **TOWN of RANDALL**, County of **KENOSHA**, Wisconsin, has, upon application duly made, granted and authorized the issuance of a Retail Class "B" License to **VR WM Holdings, LLC, Brandon Swartz, Agent** to sell Fermented Malt Beverages as defined by and pursuant to Section 125.26 of the Statutes of the State of Wisconsin and Local Ordinances and the said applicant has paid to the Treasurer the sum of **\$120.00** for such Class "B" Retailer's Fermented Malt Beverage License as required by local ordinances, **AND WHEREAS**, the local governing body has granted and authorized the issuance of a "Class B" Intoxicating Liquor License to said applicant to sell intoxicating liquor as defined in and pursuant to Chapter 125.51(3) of the Statutes of the State of Wisconsin and local ordinances and the said applicant has paid to the Treasurer the sum of **\$170.00** for such "Class B" Intoxicating Liquor License as provided by local ordinances and has complied with all the requirements necessary for obtaining such licenses,

LICENSES ARE HEREBY ISSUED to said applicant to sell, deal and traffic in, at retail, Fermented Malt Beverages and Intoxicating Liquors at the following described premises **Wilmot Mountain, 11931 Fox River Rd., Wilmot, WI.**

FOR THE PERIOD from July 1, 2020 thru June 30, 2021.

Given under my hand and the corporate seal of the
TOWN of RANDALL
COUNTY of KENOSHA
 this 22nd day of June 2020


 Callie Rucker, Town Clerk

APPLICATION FOR PROBATIONARY CABARET LICENSE

Kenosha County, Wisconsin

DATE: 7/28/20

TO THE KENOSHA COUNTY BOARD OF SUPERVISORS:

I, as holder of a Class B Liquor License, hereby apply for a Probationary Cabaret License for:

Wilmot Mountain (VRWM Holdings, LLC) 11931 Fox River Road
Name of Premises Address

PO Box 427 Wilmot, WI 53192
Mailing Address Zip Code

Located in the Town of Randall, in the County of Kenosha from the date hereof for **6 months**, (an application for a regular cabaret license will be sent upon expiration of the probationary license) and I hereby agree to deposit **\$200.00** for said license and to comply with all the provisions of the Cabaret License Ordinance adopted by the County Board and in effect March 6, 2001 and all the laws of the State of Wisconsin pertaining thereto.

Brandon Swartz
PRINT LICENSE HOLDER'S NAME

[Signature]
Signature of Applicant (Must be license holder)

262-862-2301 ext. 106
Day-time Telephone Number

A PHOTOCOPY OF YOUR CLASS B LIQUOR LICENSE MUST BE SUBMITTED WITH THIS APPLICATION

NOTE: AN UPDATED LIQUOR LICENSE MUST BE FILED WITH THE CLERK'S OFFICE FOLLOWING RENEWAL IN JULY

VR US Holdings, Inc390 Interlocken Crescent Broomfield CO 80021
(303) 404-1800US BANK EAST GRAND FORKS
303 Third Street NW
East Grand Forks, MN 567212020-335058
12-1692
912

802910

Date Aug/27/2020

\$200.00 USD

Pay ****TWO HUNDRED AND XX/100 DOLLAR****

VOID AFTER 90 DAYS
AMOUNTS OVER \$500,000 REQUIRE 2 SIGNATURESTo The KENOSHA COUNTY
Order Of 1010 56TH ST
KENOSHA WI 53140
Authorized Signature

BORDER CONTAINS MICROPRINTING

⑈802910⑈ ⑆091215927⑆ 152118012573⑈

Check Date: Aug/27/2020					Check No: 802910
Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Taken	Paid Amount
CREQ00000833060720	Jul/28/2020	00110194	200.00	0.00	200.00
Wilmot Mountain Probationary Cabaret License Application					

Supplier Number	Name			Total Withheld	
0000083306	Kenosha County				
Check Number	Date	Handling Code	Total Gross Amount	Total Discounts	Total Paid Amount
802910	Aug/27/2020	WI	\$200.00	\$0.00	\$200.00

CABARET LICENSE INSPECTION CHECKLIST

2020-335058

Establishment: Willmot Ski Hill (Willmot Mountain)

- SB (1) Give the attached copy of Kenosha County Ordinance #8.02 to the business owner/manager.
- SB (2) Obtain complete personal information, (i.e. name, d.o.b., address and telephone number), of the following person(s).
 - a. Owner
 - b. Manager
 - c. Agent listed on the cabaret license application
 - d. Agent listed on the current class "B" liquor license
 - e. Keyholder's not mentioned above

*** Please list their respective roles within the business
- SB (3) List the "business name" as the complainant at the top of the face sheet.
- SB (4) Conduct a physical inspection of the premises. If a diagram is attached to this packet, please verify that it is current. If only minor changes are required, please make them on the diagram provided. If major changes are required or there is no existing diagram with this packet, please submit a new one.
- SB (5) Inform the owner/manager that the establishment is responsible for making contact with the local building inspector to arrange for a building inspection. The results are to be forwarded to the Shift Commander (2nd shift Patrol) at the Kenosha County Sheriff's Department as soon as possible. Failure to do so will result in the denial for the cabaret license application.
- SB (6) Upon your inspection of the premises, determine if the establishment meets all requirements under Kenosha County Ordinance #8.02. If modifications are required; it is the responsibility of the establishment to meet these requirements and to contact K.S.D. for a follow-up inspection.
- SB (7) Check for proper posting of liquor and bartender's licenses. Please include expiration dates in your report.
- SB (8) Check for any underage person(s) during your visit.
- SB (9) Upon your final inspection, indicate in your report whether or not you recommend the approval of the license application based on your observations.

*** Be sure that all information listed above is included in your report!!

*** Submit all information to Cabaret File Coordinator for review!!



KENOSHA SHERIFF

FIELD CASE REPORT

CASE# 2020-00335058

EVENT	REPORTED DATE/TIME 09/16/2020 12:22	OCCURRED INCIDENT TYPE Service	
	OCCURRED FROM DATE/TIME 09/16/2020 12:22	OCCURRED THRU DATE/TIME 09/16/2020 12:22	LOCATION OF OCCURRENCE 11931 FOX RIVER RD WILMOT WI 53192

OFFENSES	STATUTE/DESCRIPTION	COUNTS	ATTEMPT/COMMIT

SUBJECT	JACKET/SUBJECT TYPE Business Complainant		NAME (LAST, FIRST, MIDDLE SUFFIX) WILMOT MOUNTAIN					
	DOB	AGE or AGE RANGE	ADDRESS (STREET, CITY, STATE, ZIP) 11931 FOX RIVER RD WILMOT WI 53192					
	RACE	SEX	HEIGHT or RANGE	WEIGHT or RANGE	HAIR	EYE		
	IDENTIFICATION TYPE		PRIMARY PHONE	Home	PHONE #2	PHONE #3		
			(262)862-2301					

SUBJECT	JACKET/SUBJECT TYPE Adult Other		NAME (LAST, FIRST, MIDDLE SUFFIX) SWARTZ BRANDON LAWRENCE					
	DOB	AGE or AGE RANGE	ADDRESS (STREET, CITY, STATE, ZIP) 11409 276TH AVE TREVOR WI 53179					
	RACE	SEX	HEIGHT or RANGE	WEIGHT or RANGE	HAIR	EYE		
	IDENTIFICATION TYPE		PRIMARY PHONE	Cellular Phone	PHONE #2	PHONE #3		
	Verbal		(845)235-5743					

SUBJECT	JACKET/SUBJECT TYPE Adult Other		NAME (LAST, FIRST, MIDDLE SUFFIX) LEIGH SCOTT T					
	DOB	AGE or AGE RANGE	ADDRESS (STREET, CITY, STATE, ZIP) 7704 328th AVE WHEATLAND WI 53105-					
	RACE	SEX	HEIGHT or RANGE	WEIGHT or RANGE	HAIR	EYE		
	IDENTIFICATION TYPE		PRIMARY PHONE	Cellular Phone	PHONE #2	PHONE #3		
			(970)331-8237					

REPORTING OFFICER Beckstrom Shawn 290	DATE 09/16/2020	REVIEWED BY Beranis, Steven T	09/18/2020
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KENOSHA SHERIFF
FIELD CASE REPORT

CASE# 2020-00335058

ADDITIONAL SUBJECTS

SUBJECT	JACKET/SUBJECT TYPE Adult	NAME (LAST, FIRST, MIDDLE, SUFFIX) BAUER ADAM W					
	DOB AGE or AGE RANGE	ADDRESS (STREET, CITY, STATE, ZIP) 9006 Deborah LN SPRING GROVE IL 60081-					
	RACE	SEX	HEIGHT or RANGE	WEIGHT or RANGE	HAIR	EYE	
	White	Male					
	IDENTIFICATION TYPE Verbal	PRIMARY PHONE Cellular Phone (815)575-1761	PHONE #2	PHONE #3			

SUBJECT	JACKET/SUBJECT TYPE Adult	NAME (LAST, FIRST, MIDDLE, SUFFIX) FOX BELINDA FOX					
	DOB AGE or AGE RANGE	ADDRESS (STREET, CITY, STATE, ZIP) 209 e chestnut ST SILVER LAKE WI 53170-					
	RACE	SEX	HEIGHT or RANGE	WEIGHT or RANGE	HAIR	EYE	
	White	Female					
	IDENTIFICATION TYPE Verbal	PRIMARY PHONE Cellular Phone (262)206-2702	PHONE #2	PHONE #3			

SUBJECT	JACKET/SUBJECT TYPE	NAME (LAST, FIRST, MIDDLE, SUFFIX)					
	DOB AGE or AGE RANGE	ADDRESS (STREET, CITY, STATE, ZIP)					
	RACE	SEX	HEIGHT or RANGE	WEIGHT or RANGE	HAIR	EYE	
	IDENTIFICATION TYPE	PRIMARY PHONE	PHONE #2	PHONE #3			

SUBJECT	JACKET/SUBJECT TYPE	NAME (LAST, FIRST, MIDDLE, SUFFIX)					
	DOB AGE or AGE RANGE	ADDRESS (STREET, CITY, STATE, ZIP)					
	RACE	SEX	HEIGHT or RANGE	WEIGHT or RANGE	HAIR	EYE	
	IDENTIFICATION TYPE	PRIMARY PHONE	PHONE #2	PHONE #3			

SUBJECT	JACKET/SUBJECT TYPE	NAME (LAST, FIRST, MIDDLE, SUFFIX)					
	DOB AGE or AGE RANGE	ADDRESS (STREET, CITY, STATE, ZIP)					
	RACE	SEX	HEIGHT or RANGE	WEIGHT or RANGE	HAIR	EYE	
	IDENTIFICATION TYPE	PRIMARY PHONE	PHONE #2	PHONE #3			

REPORTING OFFICER Beckstrom Shawn 290	DATE 09/16/2020	REVIEWED BY Beranis, Steven T	09/18/2020
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KENOSHA SHERIFF
FIELD CASE REPORT

CASE# 2020-00335058

NARRATIVE

On 09-16-2020 at approximately 1222 hours, I Deputy S Beckstrom #290 responded to the Wilmot Ski Hills located at 11931 Fox River Rd at the request of KSD supervision to conduct a Cabaret License Inspection.

Upon arrival I met with the Senior Manger of Mountain Operations who was verbally identified as Brandon Swartz. Brandon is also the agent listed on the businesses class B Retail License. I informed Brandon that I needed to complete a Cabaret license check list, and conduct a walk through of the premises. I also provided Brandon with a copy of the Kenosha County Ordinance 8.02 as required. Brandon provided me with the following persons as being Key Holders for the establishment.

· Brandon L. Swartz / 11409 276th Ave, Trevor, WI 53179 / 845-235-5743 /
bswartz@vailresorts.com Sr. Mgr: Mountain Operations

· Scott T. Leigh / 7704 328th / Wheatland, WI 53105 / 970-331-8237 / sleigh@vailresorts.com
General Manager

· Adam W. Bauer / 9006 Deborah Ln., Spring Grove, IL 60081 / abauer1@vailresorts.com
Food & Beverage Manager

· Belinda A. Fox / 209 E Chestnut St., Silver Lake, WI 53170 / bmonroy@vailresorts.com
Assoc Analyst: Account Admin

I then completed a physical inspection of the premises with Brandon. I observed no violations on the premises and the Ski Hill was currently closed to the public for the season. The class B retailers license was visibly as required.

Class B Retailers License No 2020/2021-003 issued by Town Of Randall on 06-22-2020 and expiring 06-30-2021.

Rough Diagrams of the multiple bar locations had previously been completed under case number 2016-188701. The diagrams appear to be current and accurate. I have attached copeis of those diagrams with this report. Based on my inspection, I find no reason as to why a Cabaret License should not be issued to Wilmot Mountain Ski Hill. See attached forms and diagrams for further

REPORTING OFFICER
Beckstrom Shawn 290

DATE
09/16/2020

REVIEWED BY
Beranis, Steven T

09/18/2020



KENOSHA SHERIFF
FIELD CASE REPORT

CASE# 2020-00335058

NARRATIVE (continuation)

details. Nothing further at this time.

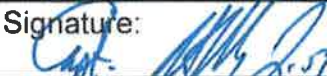
REPORTING OFFICER
Beckstrom Shawn 290

DATE
09/16/2020

REVIEWED BY
Beranis, Steven T

09/18/2020

**KENOSHA COUNTY
BOARD OF SUPERVISORS
RESOLUTION NO. _____**

Subject: FY2020 Law Enforcement Justice Assistance Grant (JAG) Award			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2 nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: October 20, 2020		Date Resubmitted	
Submitted By: Judiciary & Law Enforcement Committee & Finance/Administration Committee			
Fiscal Note Attached: X		Legal Note Attached <input type="checkbox"/>	
Prepared By: Robert Hallisy, Captain of Field Operations		Signature: 	

WHEREAS, the Kenosha County Sheriff's Department has been awarded \$13,024 from the federal Law Enforcement Justice Assistance Grant (JAG) program through the US Department of Justice, Bureau of Justice Assistance, and

WHEREAS, these funds have been made available to the Kenosha County Sheriff's Department through a Memorandum of Understanding (MOU) of an agreed upon 60/40 split of the amount awarded to the City of Kenosha totalling \$32,560, and

WHEREAS, the funds earmarked for the Sheriff's Department will be used to purchase AED's (Automatic Electronic Defibrillators) to help save lives in the County.

WHEREAS, the spending period for this award begins on October 1, 2019 and expires on September 2023, and

WHEREAS, the City of Kenosha is the fiduciary of this grant program, responsible for the application and subsequent financial and programmatic reporting to the federal Bureau of Justice Assistance and will, upon request, reimburse the Sheriff's Department for the expenditures herein, and

WHEREAS, this grant will not require a local match of funds, and

WHEREAS, this budget modification will not require any additional tax levy dollars.

NOW, THEREFORE BE IT RESOLVED, that the Kenosha County Board of Supervisors accept the 2020 JAG grant award of \$13,024; modifying revenue and expenditure as per the budget modification form, which is incorporated herein by reference.

BE IT FURTHER RESOLVED, that any unobligated grant funds remaining available at year end be hereby authorized for carryover to subsequent years until such time as the grant funds are expended in accord with the JAG grant requirements, and that the administration shall be authorized to modify the grant fund appropriation among various budget and expenditure appropriation units within the Sheriff's Department budget in accordance with all Federal and State regulations of the JAG program and in compliance with generally accepted accounting principles.

Note: This resolution requires no funds from the general fund. It increases revenues by \$13,024 and increases expenditures by \$13,024.

Subject: FY2020 Law Enforcement Justice Assistance Grant (JAG) Award			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2 nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: October 20, 2020		Date Resubmitted	
Submitted By: Judiciary & Law Enforcement Committee & Finance/Administration Committee			

Respectfully Submitted,
JUDICIARY AND LAW ENFORCEMENT COMMITTEE

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
Supervisor Boyd Frederick, Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor David Celebre, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Jeff Wamboldt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Laura Belsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Mark Nordigian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Sharon Pomaville	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Jerry Gulley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINANCE/ADMINISTRATION COMMITTEE

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
Supervisor Terry Rose, Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Jeffrey Gentz, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Ron Frederick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Jeff Wamboldt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Ed Kubicki	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Monica Yuhas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor John Franco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Kenosha County
Administrative Proposal Form**

1. Proposal Overview

Division: Law Enforcement Department: SHERIFF

Proposal Summary (attach explanation and required documents):

A resolution to accept \$13,024 of grant funds offered through the federal Bureau of Justice Assistance Grant program (JAG).

This is an annual formula grant offered to the City of Kenosha whereby the County of Kenosha is considered a disparate jurisdiction and can share the grant funds awarded by and agreement between the City and County.

The total funds offered to the City of Kenosha is \$32,560.

This resolution recognizes \$13,024, a 60/40 split of the funds to be used for Law Enforcement Equipment. This money will be used to purchase AED's (Automatic Electronic Defibrillators).

Dept./Division Head Signature: 

Date: 9-14-2020

2. Department Head Review

Comments:

Recommendation: Approval ☐ Non-Approval ☐

Department Head Signature: 

Date: 9-14-2020

3. Finance Division Review

Comments:

Recommendation: Approval ☒ Non-Approval ☐

Finance Signature: 

Date: 9/18/20

4. County Executive Review

Comments:

Action: Approval ☐ Non-Approval ☐

Executive Signature: _____

Date: _____

Revised 01/11/2001 (5/10/01)

DISTRIBUTION

- Original Returned to Requesting Dept.
- Department attaches the Original to the Resolution to County Board
- Copy to Secretary of Oversight Committee to distribute in packets with Resolution
- Copy to Requesting Department File

Kenosha County Sheriff's Department
Application #
BJA FY2020 Edward Byrne Memorial
Justice Assistance Grant (JAG)
Project Title: Automatic Electronic Defibrillators (AED's)
Purpose Area: Law Enforcement
Type of Program: Equipment

Program Narrative

The federal Edward Byrne Memorial Justice Assistance Grant program provides critical funding for Kenosha County Sheriff's Department (KSD) to support law enforcement equipment. This round of funding will be used to purchase Automatic Electronic Defibrillators (AED's) for assisting the public with health issues. The department is adding to its current fleet and this funding opportunity will allow the department to purchase AED's that are needed to up fit the new vehicles.

Kenosha County is located in the southeast corner of the State of WI with a population of 166,426 (2010 Census) and is positioned between two large municipalities: Milwaukee, WI to the north and Chicago, IL to the south, both within 1 hour travel. Kenosha County also is a part of the north-south corridor of Interstate 94, a major thoroughfare. The Kenosha County Sheriff's Department has patrol jurisdiction of the entire 272 square miles of the county.

Utilizing the annual JAG program funding opportunity, we've purchased three (3) AED's in 2007 and eight (8) AED's in 2012.

In 2018, the Sheriff's Department had included in their operating budget to afford to purchase twenty one (21) additional AED's.

In 2019, the Sheriff's Department purchased eleven (11) additional AED's using the JAG program funding opportunity;

In 2020, the Sheriff's Department will utilize the grant funding to afford the purchase of ten (10) additional AED's.

With the inclusion of this request for ten (10) more AED's we will continue to build our inventory to equip the new squads as we continue to add to our fleet.

Goal: Increase the quantity of our inventory of AED's in order to provide enough devices to equip the new squads.

As a disparate jurisdiction under the FY2020 JAG Byrne grant program, Kenosha County, will set-aside 3% (\$391.00) of our sub-recipient amount of \$13,024 toward expenses incurred in order for the Kenosha County Sheriff's Department to become NIBRS compliant by September 30, 2023.

Goal: To utilize the \$391.00 of 'set-aside' funds awarded in the FY2020 JAG grant program to cover costs of software/hardware/labor costs to implement the move from UCR data reporting elements to NIBRS reporting format for crime statistics.

Assessment/Evaluation

Performance measures will be dictated by accomplishing purchasing the AED's and installing them in the new squads as we move through the year. It will include demonstrating procurement and inventory control and staff training, if necessary.

Evaluation of the project will include determining the number of AED's that will still be needed to up fit the newly added fleet. Also, an assessment will be made as to the progress of the data conversion tasks that must be undertaken with our records management system to move from UCR crime reporting data to the NIBRS crime reporting data elements.

Sustainability

Additional purchases may be required, once this funding expires, to continue adding to our inventory of AED's to be able to up fit new squads that will be added to our fleet in the future.

It is the intent of the Sheriff's Department to continue to utilize funds provided through the federal BJA Edward Byrne Memorial JAG annual formula grant to build our inventory of the AED's.

Annually, local levy funding and other non-levy revenue sources may be planned, through the Sheriff's operating budget process, to afford repairs and accessories for the current inventory of CED devices. It is estimated that that no more than \$1,800 per year will be necessary for repair/supply needs.

Project Identifiers

This program for spending activities can be associated with the following Project Identifiers:

- Equipment-General
- Policing
- Standards

Budget Summary

Budget Summary

Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.

Budget Category	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$11,950	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,950
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$391	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$391
Total Direct Costs	\$12,341	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,341
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Project Costs	\$12,341	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,341
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N											No

JAG Grant - Equipment Purchase Plan

Kenosha County Sheriff's Department

AX Project #: 003534

FUNDING SOURCE: BJA FY2020 EDWARD BYRNE MEMORIAL - Justice Assistance Grant (JAG) Program

Grant Application #: 2020-H7703-WI-DI

Spending Period: October 01, 2019 thru September 30, 2023

KSD Share of Grant Funds: \$13,024

AX Acct: 2130.530050

Award #:

Item #	Grant Budget Category	Description	QTY-Planned	Proposed Price Each	Total Proposed	QTY Purchased	Actual Price EA	P.O. Issued	Item Received	Invoice Amount	Date Paid	Check #
1	SUPPLIES	Automatic External Defibrillators	10	\$1,195	\$11,950					\$ -		
2	OTHER	NIBRS Set Aside Funds - 3% of award share (Used for cost of Training for NIBRS reporting)			\$391.00					\$ -		
										\$13,024		
										\$13,024.00		
										Total Expenditures -FINAL		
										Grant Funding Awarded		
										Unspent Grant funds		
										(Will not spend down; we wil		

Prepared: 7/29/2020

KENOSHA COUNTY EXPENSE/REVENUE BUDGET MODIFICATION FORM

Prepared:

DOCUMENT #	G/L DATE
BATCH #	ENTRY DATE

DEPT/DIVISION: **SHERIFF** **2020**

PURPOSE OF BUDGET MODIFICATION (REQUIRED): Increase Expense and Revenue budgets by \$13,024 to acknowledge anticipated award for the 2020 Federal Justice Assistance Grant, passed through the City of Kenosha.

(1) MAIN ACCOUNT DESCRIPTION EXPENSES	(2)				BUDGET CHANGE REQUESTED		(5) ADOPTED BUDGET	(6) CURRENT BUDGET	(7) ACTUAL EXPENSES	AFTER TRANSFER	
	FUND	DIVISION	SUB-DIVISION	MAIN ACCT	PROJECT	SUB-PROJECT				REVISED BUDGET	EXPENSE BAL AVAIL
Machy/Equip >\$100-\$5000	100	210	2130	530050			39,803	39,803	29,004	52,827	23,823
EXPENSE TOTALS							39,803	39,803	29,004	52,827	23,823

REVENUES	FUND	DIVISION	SUB-DIVISION	MAIN ACCT	REVENUE DECREASE (+)	REVENUE INCREASE (-)	ADOPTED BUDGET	CURRENT BUDGET	REVISED BUDGET
	100	210	2130	442795		13,024	0	0	13,024
JAG-US Dept of Justice									
REVENUE TOTALS							0	0	0

COLUMN TOTALS (EXP TOTAL + REV TOTAL)

13,024 13,024

PREPARED BY: *Jadeen Kane*

DIVISION HEAD: *Sept. 14, 2020*

DATE: *9/14/2020*

DEPARTMENT HEAD: *DD BSA*

DATE: *9-14-2020*

DATE: *9/14/2020*

FINANCE DIRECTOR (required)

DATE: *9/14/20*

DATE: *9/14/20*

COUNTY EXECUTIVE

DATE: *9/14/20*

DATE: *9/14/20*

- Please fill in all columns:
- (1) & (2) Main Account information as required
 - (3) & (4) Budget change requested
 - (5) Original budget as adopted by the board
 - (6) Current budget (original budget w/past mods.)
 - (7) Actual expenses to date
 - (8) Budget after requested modifications
 - (9) Balance available after transfer (col 8 - col 7).

SEE BACK OF FORM FOR REQUIRED LEVELS OF APPROVAL FOR BUDGET MODIFICATION.

Jasleen Kaur

From: David Beth
Sent: Tuesday, July 14, 2020 12:44 PM
To: Justin Miller; Marc Levin; Jasleen Kaur
Subject: Fwd: JAG Grant
Attachments: image001.jpg; ATT00001.htm; fy20-jag-local-allocations-wi.pdf; ATT00002.htm

Sent from my iPhone

Begin forwarded message:

From: "Miskinis, Daniel" <dgm398@kenoshapolice.com>
Date: July 14, 2020 at 12:38:47 PM CDT
To: David Beth <David.Beth@kenoshacounty.org>
Subject: JAG Grant

Dave, this year's JAG award split, based on past percentages, is \$13,024 for KSD and \$19,536 for KPD. If this remains agreeable, we can start getting all of the paperwork prepared. Deputy Chief Larsen is the contact person for KPD and will coordinate submission.

Dan

Chief Daniel Miskinis
Kenosha Police Department
(262) 605-5232 Office



COUNTY OF KENOSHA

OFFICE OF THE SHERIFF

David G. Beth
Sheriff

1000 55th Street
Kenosha, WI 53140
(262) 605-5100
Fax: (262) 605-5130

FY 2020 Edward Byrne Memorial Justice Assistance Grant Program

2020-H7703-WI-DJ

Disclosure of Pending Applications

As of July 29, 2020, the Kenosha County Sheriff's Department does not have any pending applications for federally funded assistance that includes a request for funding, or support, the same project being proposed under this solicitation or that will cover the identical cost outlined in the budget narrative and worksheet in the application under this solicitation.

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



Edward Byrne Memorial Justice Assistance Grant (JAG) Program Fiscal Year 2020 Local Formula Solicitation

CFDA #16.738

Solicitation Release Date: July 9, 2020

Application Deadline: 11:59 p.m. eastern time on August 19, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This program furthers the Department's mission by assisting state, local, and tribal law enforcement efforts to prevent or reduce crime and violence.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Limitation on Use of Award Funds for Employee Compensation; Waiver" provision in the "Financial Information" section of the OJP Grant Application Resource Guide.

Eligibility

The following entities are eligible to apply:

- Units of local government

By law, for purposes of the JAG Program, the term "units of local government" includes a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state; or, it may be a federally recognized Indian tribal government that performs law enforcement functions (as determined by the Secretary of the Interior). A unit of local government also may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes; for example, in Louisiana, a unit of local government means a district attorney or parish sheriff.

Eligible allocations under JAG are posted annually on the JAG web page. See the allocation determination and Units of Local Government requirements section for more information.

Applicants with eligible allocation amounts of less than \$25,000 will apply to Category 1,

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Note that the statute defines “criminal justice” as “activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime or to apprehend criminals, including juveniles, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, juvenile delinquency agencies and pretrial service or release agencies), activities of corrections, probation, or parole authorities and related agencies assisting in the rehabilitation, supervision, and care of criminal offenders, and programs relating to the prevention, control, or reduction of narcotic addiction and juvenile delinquency.”

BJA Areas of Emphasis

BJA recognizes that many state and local criminal justice systems currently face challenging fiscal environments and that an important, cost-effective way to relieve those pressures is to share or leverage resources through cooperation among federal, state, and local law enforcement. BJA intends to focus much of its work on addressing violent crime, enforcing firearms laws, officer safety and wellness, safe policing for safe communities, and fentanyl detection. BJA encourages each recipient of a FY 2020 JAG award to join federal law enforcement agencies across the board in addressing these challenges. Additional details on the BJA areas of emphasis can be found on the [JAG Resource Page](#).

Limitations on the Use of JAG Funds

Prohibited uses of funds – JAG funds may not be used (whether directly or indirectly) for any purpose prohibited by federal statute or regulation, including those purposes specifically prohibited by the JAG Program statute as set out in [34 U.S.C. § 10152](#).

JAG funds may not be used (directly or indirectly) for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Additionally, JAG funds may not be used (directly or indirectly) to pay for any of the following items unless the BJA Director certifies that extraordinary and exigent circumstances exist making them essential to the maintenance of public safety and good order:

- Vehicles, vessels, or aircraft*
- Luxury items
- Real estate
- Construction projects (other than penal or correctional institutions)
- Any similar matters

*Police cruisers, police boats, and police helicopters are allowable vehicles under JAG and do not require BJA certification.

For a list of prohibited expenditures under JAG and information about requesting BJA certification for a prohibited item (including unmanned aircraft, unmanned aerial vehicles, and/or unmanned aerial systems purchases) or for examples of allowable vehicles that do not require BJA certification, refer to the JAG Prohibited Guidance section of the [JAG Resource Page](#) or the [JAG FAQs](#).

Cap on use of JAG award funds for administrative costs – Up to 10 percent of a JAG award, including up to 10 percent of any earned interest, may be used for costs associated with administering the award, which can include indirect costs.

award include suspension or termination of the award, placement on the DOJ high-risk grantee list, disallowance of costs, and suspension or debarment of the recipient.

Objectives

In general, the FY 2020 JAG Program is designed to provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice. Although the JAG Program provides assistance directly to states, through pass-through (and similar) requirements, the JAG Program also is designed to assist units of local government with respect to their criminal justice needs.

As discussed in more detail in the General Information about Post-federal Award Reporting Requirements discussion, a unit of local government that receives a FY 2020 JAG award will be required to produce various types of reports and to submit data related to performance measurement and accountability.

The objectives are directly related to the JAG Program performance measures described at <https://bjapmt.ojp.gov/help/jagdocs.html> and demonstrate the results of the work completed, as discussed under What an Application Should Include.

Evidence-based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the OJP Grant Application Resource Guide.

A useful matrix of evidence-based policing programs and strategies is available through the BJA-supported Matrix Demonstration Project. It offers a number of program models designed to effectively implement promising and evidence-based strategies through the BJA Innovation Suite of programs, including Innovations in Policing, Prosecution, Supervision, Reentry, and others (see <https://www.bja.gov/Programs/CRPPE/innovationssuite.html>). BJA encourages units of local government to use JAG funds to develop and implement these crime innovation strategies, including effective partnerships with universities and research partners and with nontraditional criminal justice partners.

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note OJP may conduct or support an evaluation of the programs and activities funded under the JAG Program. For additional information, see the OJP Grant Application Resource Guide section, entitled, "Information Regarding Potential Evaluation of Programs and Activities."

B. Federal Award Information

Maximum number of awards BJA expects to make	1,058
Period of performance start date	October 1, 2019
Period of performance duration	2 or 4 years

Category 1 – Eligible Allocation Amounts of Less than \$25,000 (Competition ID BJA-2020-18275) – Units of local government that are listed on the JAG web page as eligible for an allocation amount of less than \$25,000 should apply under Category 1. This includes direct and joint

(disparate) allocations. Category 1 awards of less than \$25,000 are 2 years in length, and performance periods will be from October 1, 2019 through September 30, 2021. Extensions of up to two years can be requested for these awards via GMS no fewer than 30 days prior to the grant end date, and will be automatically granted upon request.

Category 2 – Eligible Allocation Amounts \$25,000 or More (Competition ID BJA-2020-18276)

– Units of local government that are listed on the [JAG web page](#) as eligible for an allocation amount of \$25,000 or more should apply under Category 2. This includes direct and joint (disparate) allocations. Category 2 awards of at least \$25,000 are 4 years in length, and performance periods will be from October 1, 2019 through September 30, 2023. Extensions beyond this period may be made on a case- by-case basis at the discretion of BJA and must be requested via GMS no fewer than 30 days prior to the grant end date.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by statute.

Type of Award

BJA expects to make awards under this solicitation as grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements¹ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Cost Sharing or Match Requirement

The JAG Program does not require a match.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

Pre-agreement Costs (also known as Pre-award Costs)

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

Costs Associated with Language Assistance (if applicable)

C. Eligibility Information

For information on eligibility, see the title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

¹ The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

currently participating in the strategic planning process, the gaps in the needed resources for criminal justice purposes, and how JAG funds will be coordinated with state and related justice funds.

- (c) Capabilities and Competencies – Describe any additional strategic planning/coordination efforts in which the units of local government participate with other criminal justice juvenile justice agencies in the state.
- (d) Plan for Collecting the Data Required for this Solicitation's Performance Measures – OJP will require each successful applicant to submit specific performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the objectives identified under " Objectives" in Section A. Program Description.

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Post award, recipients will be required to submit quarterly performance measures through BJA's PMT, located at <https://bjapmt.ojp.gov>. The application should describe the applicant's plan for collection of all of the performance measurement data listed in the JAG performance measures at <https://bjapmt.ojp.gov/help/jagdocs.html>.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the OJP Grant Application Resource Guide.

Please see the OJP Grant Application Resource Guide for information on the following:

4. Budget Information and Associated Documentation

Please note that the budget narrative should include a full description of all costs, including funds set aside for the NIBRS project(s) and administrative costs (if applicable).

General requirement for federal authorization of any subaward; statutory authorization of subawards under the JAG Program statute.

Generally, a recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) particular subawards, a recipient must have authorization from OJP before it may make a subaward.

and for all subawards made to state or local government entities, including public institutions of higher education. All subrecipient responses must be collected and maintained by the direct recipient of funding and must be made available to DOJ upon request. Responses to these questions are not required from subrecipients that are either a tribal government/organization, a nonprofit organization, or a private institution of higher education.

OJP will not deny an application for a FY 2020 award for failure to submit these required responses by the application deadline, but a recipient will not receive award funds (and its award will include a condition that withholds funds) until it submits these responses.

How to Apply

An applicant must submit its application through the [Grants Management System \(GMS\)](#), which provides support for the application, award, and management of awards at OJP. Find information, registration and submission steps on how to apply in GMS in response to this solicitation in the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Process

BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

Federal Award Notices

Administrative, National Policy, and Other Legal Requirements

Performance measurement data must be submitted through BJA's Performance Measurement Tool (PMT). The performance measures are available at: <https://bjapmt.ojp.gov/help/jagdocs.html>. (Note that if a unit of local government provides funding to a law enforcement agency, the unit of local government must submit quarterly performance measurement data on training that officers have received on use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.)

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2 of this solicitation.

For contact information for GMS, see page 2.

H. Other Information

Please see the OJP Grant Application Resource Guide for information on the following:

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

Provide Feedback to OJP

Certain Relevant Federal Laws, as in Effect on February 26, 2020

See the JAG Resource Page for more information.

Eligibility Requirement:

Only units of local government may apply under this solicitation. By law, for purposes of the JAG Program, the term "units of local government" includes a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state; or, it may be a federally recognized Indian tribal government that performs law enforcement functions (as determined by the Secretary of the Interior). A unit of local government also may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes; for example, in Louisiana, a unit of local government means a district attorney or parish sheriff.

What an Application Should Include:

- ☐ Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- ☐ Intergovernmental Review (see page 10)
- ☐ Program Narrative (see page 10)
- ☐ Budget Detail Worksheet (including Budget Narrative) (see page 11)
- ☐ Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- ☐ Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- ☐ Disclosure of Lobbying Activities (SF-LLL) (see [OJP Grant Application Resource Guide](#))
- ☐ Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
- ☐ Applicant Disclosure and Justification – DOJ High Risk Grantees (see [OJP Grant Application Resource Guide](#)) (if applicable)
- ☐ Research and Evaluation Independence and Integrity (if applicable) (see [OJP Grant Application Resource Guide](#))
- ☐ Certifications and Assurances by Chief Executive (see page 12)
- ☐ Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE) (see page 12)

2020 WISCONSIN LOCAL JAG ALLOCATIONS

Listed below are all jurisdictions in the state that are eligible for FY 2020 JAG funding, as determined by the JAG formula. For additional details regarding the JAG formula and award calculation process, with examples, please refer to the JAG Technical report here: <https://www.bja.gov/Jag/pdfs/JAG-Technical-Report.pdf> and current JAG Frequently Asked Questions here: <https://www.bja.gov/Funding/JAGFAQ.pdf>.

Finding your jurisdiction:

(1) Disparate jurisdictions are listed in shaded groups below, in alphabetic order by county.

(2) Direct allocations are listed alphabetically below the shaded, disparate groupings.

(3)

Counties that have an asterisk (*) under the "Direct Allocation" column did not submit the level of violent crime data to qualify for a direct award from BJA, but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and must be a signatory on the required Memorandum of Understanding (MOU). A sample MOU is provided online at: <https://www.bja.gov/Funding/JAGMOU.pdf>. Disparate jurisdictions do not need to abide by the listed individual allocations, which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and for documenting individual allocations in the MOU.

State	Jurisdiction Name	Government Type	Direct Allocation	Joint Allocation
WI	BROWN COUNTY	County	*	
WI	GREEN BAY CITY	Municipal	\$44,710	\$44,710
WI	DANE COUNTY	County	*	
WI	MADISON CITY	Municipal	\$83,389	\$83,389
WI	EAU CLAIRE COUNTY	County	*	
WI	EAU CLAIRE CITY	Municipal	\$15,062	\$15,062
WI	FOND DU LAC COUNTY	County	*	
WI	FOND DU LAC CITY	Municipal	\$10,398	\$10,398
WI	KENOSHA COUNTY	County	*	
WI	KENOSHA CITY	Municipal	\$32,560	\$32,560
WI	LA CROSSE COUNTY	County	*	
WI	LA CROSSE CITY	Municipal	\$12,418	\$12,418
WI	MARATHON COUNTY	County	*	
WI	WAUSAU CITY	Municipal	\$10,576	\$10,576
WI	MILWAUKEE COUNTY	County	*	
WI	MILWAUKEE CITY	Municipal	\$808,374	
WI	WEST ALLIS CITY	Municipal	\$18,003	\$826,377
WI	OUTAGAMIE COUNTY	County	*	
WI	APPLETON CITY	Municipal	\$18,597	\$18,597
WI	RACINE COUNTY	County	*	
WI	RACINE CITY	Municipal	\$39,452	\$39,452
WI	ROCK COUNTY	County	*	
WI	BELOIT CITY	Municipal	\$14,913	
WI	JANESVILLE CITY	Municipal	\$14,408	\$29,321
WI	SHEBOYGAN COUNTY	County	*	
WI	SHEBOYGAN CITY	Municipal	\$14,260	\$14,260
WI	WINNEBAGO COUNTY	County	*	
WI	OSHKOSH CITY	Municipal	\$12,269	\$12,269