

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COUNTY BOARD RULES OF PROCEDURE ANY REPORT, RESOLUTION, ORDINANCE OR MOTION APPEARING ON THIS AGENDA MAY BE AMENDED, WITHDRAWN, REMOVED FROM THE TABLE, RECONSIDERED OR RESCINDED IN WHOLE OR IN PART AT THIS OR AT FUTURE MEETINGS.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

- 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
- 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:

OTOTAL MODERNIE METERS OF THE OUTDOOR OF

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.



BOARD OF SUPERVISORS

RESOL	.UTION	NO.	

	· 11				
Subject: RESOLUTION TO APPROVE TH TO SERVE ON THE KENOSHA JOINT SE				OSHUA B	ARKER
Original ⊠ Corrected □	2 nd Co	orrectio	n 🗆 📗	Resubmit	ted □
Date Submitted: October 20, 2020	Date	Resubr	nitted		
Submitted By: Judiciary & Law Enforcement Committee					
Fiscal Note Attached:	Legal	Note A	ttached E]	
Prepared By: Michelle Hicks	Signa	ture:			
WHEREAS, pursuant to County Executive appointed Joshua Barker to serve on the Kenosha Jo				County Ex	ecutive has
WHEREAS, the Judiciary & Law Enforcer Supervisors has reviewed the request of the County E on the Kenosha Joint Services Board and is recomm the appointment,	xecutive t	or confir	mation of th	e above nan	ned to serve
NOW, THEREFORE BE IT RESOLVED, that the appointment of Joshua Barker to the Kenosha Joseffective immediately and shall continue until the 1st the County Executive and confirmed by the Kenosha without pay. He will be succeeding Mark Modory.	nt Service lay of Ma	es Board y, 2023,	. Mr. Barke or until a su	r's appointm ccessor is a	ent shall be ppointed by
Respectfully JUDICIARY AND LAW EN			MITTEE <u>Abstain</u>	Excused	
Curanicas David Fraderick Chair					
Supervisor Boyd Frederick, Chair Supervisor David Celebre, Vice Chair					
Supervisor Jeff Wamboldt					
Supervisor Laura Belsky					
Supervisor Mark Nordigan					
Supervisor Sharon Pomaville					

Supervisor Jerry Gulley

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



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: <u>Menosha Unified School District</u> 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 🚫
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 Institutive - Leculership Council 1 Kusp Kenesha county Gang Taskforce - Kenosha County - K.u.s. Dicomm unity 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 _______

benefit	onal Information: List any qualifications or expertise you possess that would the Board, Committee, Commission, etc.
Elir	Taskfore (Rucine) ninating Drugs and Gangs through Educa
appoin that ma commi on any	of Of Interest: It would be inappropriate for you, as a current or prospective tee, to have a member of your immediate family directly involved with any ty come under the inquiry or advice of the appointed board, commission, or tree. A committee member declared in conflict would be prohibited from womotion where "direct involvement" had been declared and may result in assement to you and/or Kenosha County.
	al Re
	Signature of Nominee
	08/06/2020
	Date
	Please Return To: Kenosha County Executive
	1010 - 56th Street
	Kenosha, WI 53140
	(For Office Use Only)
Appoir	ated To:
	Commission/Committee/Board
Term:	Beginning
	Ending
Confin	ned by the Kenosha County Board on:
	New Appointment Reappointment
	Previous Terms:

Joshua Barker

4615 52[™] 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 | ROUNDYS' 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 X Corrected	nitted			
Date Submitted: Date Resubmitted:				
Submitted By: Supervisor Jeffrey Gentz				
Fiscal Note Attached Legal Note Attached Legal Note Attached				
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

RDA

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

Record Series Description Event Initiating Record Series Retention Start of Petention

#	Title		Period	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).	Supersede d	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

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

http://publicrecordsboard.wi.gov

Records Retention / Disposition Authorization

PAGE FOR 3									
 Read instruction completing. 	ctions prov	ided on pages 2-3	before	1. RDA #		cord Series Tounts Payable		orting Docume	ents
		Stat. § 16.61, this fo		3. RDA Status	(Check O	ne): 🛛 No	ew .	☐ Amended	Renewal
		by the Agency and thin one year of crea		4. Agency #:			5. Unlt #:		
		o disposition of any		6. Agency Na	me				
		Forward original to during the PRB rev		Kenosha Joi	nt Service	S			
Division Name				Subdivision	Name				
Administratio				Finance					
7. Record Se of Creation		8. Medium for Electronic/Dig	Records Storag		Other (Specify)			
Yrs Mo	W	d - Specify Actual s Days lite supporting stat	Permanent*	Creation Fis ☐ (CR)	cal C (FIS)	ther (Specify)		ime Period (Ch	•
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•	•	ocation (Specify):	roy 🗀 Destr	oy Connuentiar	L 114	ansier - State A	ACHIVES (VVI	15) 🔲 Hali	Siel - OVV Alcilives
12. Records S									
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13. Records C	ontain Pers	sonally Identifiable	Information (Pl	I):	14. PII Re			ck YES If PII is e	exempted):
15. Name of A	gency [Program Contac	tor 🔲 Red	ords Officer:	Thomas (Genthner, Dir	ector		
Telephone	262-60	5-5010	Email	twg327@ke	noshajs.o	rg			
		nins Content that is / or explain other Le				ription.	es 🛚 No		
17. APPROVA	LSIGNATU	RES		h	with	Cochou	DOI .	1/28	
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Agency Official			Date (mm/dd/		gency Reco	ords Officer		Date (n	nm/dd/ccyy)
		APPROVAL – Au					do is antic		0.35(5), (Open
State Archivist	1000	1	Date (mm/s	dd/ccyy) E	ecutive Se	cretary PRB		Date (n	nm/dd/ccyy)

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

Records Retention / Disposition Authorization

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•	Read instructions provide completing.	ded on pages 2-3	before	1. RDA #		Record Ser Accounts Re		Supporting Docu	ments
	In accordance with Wis. S	Stat. § 16.61, this fo	rm must be	3. RDA Statu	ıs (Che		⊠ New	☐ Amended	Renewal
.01	completed and approved Records Board (PRB) with	by the Agency and	the Public	4. Agency #:			5. Unit #:		
	records series and prior to	disposition of any	public record.	6. Agency Na	ame				
	Agency Records Officer:	Forward original to	the PRB.	Kenosha Joi		rvices			
	Maintain an agency copy								
	vision Name			Subdivision	Name				
	dministration			Finance					
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	selecting Permanent, ci								
11	. Disposition (Check C ☐ Transfer - Other Lo		troy LI Destr	oy Confidential		iranster - S	tate Archives (W	rno) ∐ Irans	fer - UW Archives
12	. Records Series Descr	iption							
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	ad been set by ordina			, 5		3		-	
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in	voice register, journa	l entries, accou	nt distribution						
ΟL	ıts (for billing), receip	ts, and related	reports.						
	nis retention period m								ng documents)
as	well as the Wiscons	in Municipalitie	s General Sch	nedule for Co	ollectio	on and Disb	ursement Re _l	ports.	
	ote: This record serie				which	fall under t	he Kenosha .	Joint Services	ecord series
tit	ed False Alarms (and	d supporting do	cumentation).						
13	. Records Contain Pers	onally identifiable	Information (PI	1):	14.		xemptions (Che	ock YES if PII is e	xempted):
	☐ Yes No					☐ Yes	□ No		
15	. Name of Agency	Program Contac	ct or Red	ords Officer:	Tho	mas Genthem	r, Director		
	Telephone: 262-605	5-5010	Email	twg327@k	enosh	ajs.org			
16	. Records Series Conta	ins Content that i	s Confidential o	r Access is Pro	otectec	l:	☐ Yes 🖾 N	Vo.	
	If yes, enter Statute/Code	or explain other L	egal Authority in I	Box 12, Record	Series	Description			
17	. APPROVAL SIGNATU	RES		(10	1 astu	ic	2/281	20.50
_	- A-A		- 2 - 0		7	450		2/20/	120
Δ.	jency Official	4	Date (mm/dd/		Agency	Records Offic	er	<u> </u>	m/dd/ccyy)
	JBLIC RECORDS BOARD	APPROVAL - A							
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		Approval subject	to 10-year sunse	t per Wis. Stat. §	§ 16.61	(4)(c). Action r	equired before:		20

http://publicrecordsboard.wi.gov

Records Retention / Disposition Authorization

PAGE 1 OF 3						
 Read Instructions provi completing. 	ded on pages 2-3 before	1, RDA # 3	2. Record Series Annual Budget	Title		
	Stat. § 16.61, this form must be	3. RDA Status (CI	neck One): 🛛 🗎 N	lew [] Amended	Renewal
Records Board (PRB) wit	by the Agency and the Public hin one year of creation of the o disposition of any public record.	4. Agency #:		5. Unit #:		
Agency Records Officer:	Forward original to the PRB. during the PRB review process.	6. Agency Name Kenosha Joint S	ervices			
Division Name	during the 1 No review process.	Subdivision Nam	0			
Adminstration		Fiscal				
7. Record Series Year of Creation 1982	8. Medium for Records Storag ⊠ Electronic/Digital Microfo					
Yrs Mo Wk	d - Specify Actual Period is Days Permanent*	Creation Flscal ☐ (CR) ☐ (FIS	_			
11. Disposition (Check (One): 🛛 Destroy 🔲 Destr	oy Confidential	☐ Transfer - State			fer - UW Archives
12. Records Series Descr	ription					
been set by ordinance of Kenosha Joint Services prepare the budget, obt The retention period ex Wisconsin Municipalitie	e to re-organization of our retonly. Board approved budget and ain approval, and the final approval the Wisconsin County of General Record Schedule rent, and Final Budget Submitting.	supporting docu proved budget re General Records record series' title	ments. This receiport.	ords series i	ncludes docu d <i>Budget</i> and	uments used to
☐ Yes No		<u> </u>	Pll Registry Exem ☐ Yes ☐ omas Genthner	nptions (<i>Check</i> No	: YES if PII Is e.	xempted):
Telephone: 262-60	5-5010 Email	twg327@kenos	shajs.org			
	ains Content that is Confidential o		_	Yes 🛚 No		
17. APPROVAL SIGNATU		1/c	h. Cille	to	1/14/2020	
Tom South	1-13-20	226	7-14		1/15/20	20
Agency Official	Date (mm/dd		cy Records Officer			m/dd/ccyy)
PUBLIC RECORDS BOAR	D APPROVAL - Authorization is corecords are destroyed if litigation or a	ntingent on restriction	s to record destruction	on contained In ced s anticip	Wis. Stat. § 19. ated.	35(5), (Open
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http://publicrecordsboard.wi.gov

Records Retention / Disposition Authorization

	Read Instructions provided on pages completing.	2-3 before	1. RDA #		Record Series	Title				
	In accordance with Wis. Stat. § 16.61, th	is form must be	3. RDA Status			New	☐ Amended		Renewal	
	completed and approved by the Agency Records Board (PRB) within one year of	and the Public	4. Agency #:			5. Unit #:				
	records series and prior to disposition of	any public record.	6. Agency Nar	me						
•	Agency Records Officer: Forward origin Maintain an agency copy during the PRE		Kenosha Joir	nt Servi	ces					
D	vision Name		Subdivision N	Name						
Α	dministration		General							
7.	Record Series Year 8. Medium of Creation 2018	for Records Storag /Digital								
7	Retention Time Period - Specify Act Yrs Mo Wks Days I selecting Permanent, cite supporting	Permanent*	Creation Flsc	cal (FIS)	Other (Specify	′)	ime Period (Che			
11	Disposition (Check One):	Destroy Dest	roy Confidential		Transfer - State				UW Archives	
44	☐ Transfer - Other Location (Specification) 2. Records Series Description	/):						_		
Т	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.									
Т	his record series includes the anr	ual report to the	Kenosha Join	nt Servi	ces Board.					
Ta	his retention period matches the nd exceeds the Wisconsin Count	Wisconsin Munic y General Recor	ipalities Gene ds Schedule re	eral Rec ecord s	cords Sched series titled A	ule record s Annual Repo	eries titled Reorts.	∍port	's (Annual)	
			un.	44 DI	I Boglotev Evo	nntlone (Cho	ck YES if Pli is e		nted):	
- 13	 Records Contain Personally Identif ☐ Yes	able information (P	11);;			No No	,	Xonn		
1	5. Name of Agency 🛛 Program Co	ntact or Re	cords Officer:	Thoma	s Genthner					
	Telephone: 262-605-5010	Email	twg327@ke	enoshaj:	s.org					
1	6. Records Series Contains Content to				_	Yes 🛛 N	0			
	If yes, enter Statute/Code/ or explain oth	er Legal Authority in	Box 12, Record	Series De	escription.	70 //				
1	7. APPROVAL SIGNATURES		q.	"h (ala	_	14/2020			
_	tom Souther	1-13-20		(-14	17	15/2022	5010		
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	gency Official	Date (mm/do			ecords Officer		Date (n			
R	UBLIC RECORDS BOARD APPROVAL ecords Law), and that no records are des	- Authorization is co troyed if litigation or LONBO	ntingent on restrice audit involving the	ctions to ese reco	record destruct de nas commer	nced antic	In Wis. Stat. § 19 cipated.	.35(5)), (Open	
_5	tate Archivist	Date (mm	/dd/ccyy) Ex	xecutive	Secretary - PR	В	Date (r	nm/dc	(/ссуу)	

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

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Records Retention / Disposition Authorization

				·				
Read Instructions provi completing.	ded on pages 2-3 before		1. RDA #	2. Record Series Titl Attendance Record				
, ,	Stat. § 16.61, this form mus	st be	3. RDA Status (Ch			I Renewal		
completed and approved	by the Agency and the Pu hin one year of creation of	ıblic	4. Agency #:		Unit #:			
records series and prior b	disposition of any public	record.	6. Agency Name					
Agency Records Officer: Maintain an agency copy	Forward original to the PF during the PRB review pro	RB. ocess.	Kenosha Joint S	ervices				
Division Name			Subdivision Name	Ð				
Administration			Personnel					
7. Record Series Year of Creation 1982			e (Check all approp rm ⊠ Paper □					
9. Retention Time Perio Yrs Mo Wk 7 *If selecting Permanent, cl		nanent*	Creation Fiscal ☐ (CR) ☐ (FIS	Other (Specify)	ntention Time Period (C			
11. Disposition (Check	One): 🛛 Destroy		oy Confidential	☐ Transfer - State Arc		ansfer - UW Archives		
12. Records Series Desc								
This is a new record di had been set by ordina	ue to re-organization	of our re	etention program	following the sunse	et of our previous sc	hedule which		
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 ma Records, and Salary S		County	General Records	Schedule record s	eries titled <i>Time Ca</i>	rds, Attendance		
13. Records Contain Per	sonally Identifiable Infor	mation (PI	11):	14-10 (D)	ons (Check YES If PII is	s exempted):		
Yes No	✓ Brogram Contact or		cords Officer: Th	☐ Yes ☐ No omas Genthner, Dire				
15. Name of Agency [Telephone: 262-60	☑ Program Contact or	Email	twg327@kenos	METOR CONTROL	0.01			
16. Records Series Cont		fidential o	r Access is Protecte	ed: Ye	s 🛭 No			
17. APPROVAL SIGNATU		anony m	1,1	. Cale so	1/14/2000			
Tom Seuth		13-202	0	7-16	1/15/2020			
Agency Official		te (mm/dd	urvection = 1	cy Records Officer	Date	(mm/dd/ccyy)		
PUBLIC RECORDS BOAR Records Law), and that no	D APPROVAL – Authoriza ecords are destroyed if ilti	ation is cor gation or a	ntingent on restriction	s to record destruction of	contained in WIs. Stat. §	19.35(5), (Open		
alujul Mr	My	(0/30)	120	1000	Dan Range and Commerce	· 6/29/20		
State Archivist		Date (mm/	The state of the s	itive Secretary - PRB		(mm/dd/ccyy)		
	Approval authiost to 10 s	oar elinea	Inar Mie Stat & 16	61(4)(c) Action required	before: June 2	U00		

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Records Retention / Disposition Authorization

•	Read instructions prov completing.	lded on pages 2-3	before	1. RDA #	1	r d Ser les Recordin		spatch Re	ecordings &	. Adı	ninistrative
٠	In accordance with Wis. completed and approved	by the Agency and	the Public	3. RDA Statu	Phones s (Check One)		New		Amended		Renewal
	Records Board (PRB) will records series and prior t			4. Agency #:			5. Ur	nit #:			
٠	Agency Records Officer:			6. Agency Na	me		-				
_	Maintain an agency copy	during the PRB rev	view process.	Kenosha Joi							
	vision Name			Subdivision	Name						
-	ommunications Record Series Year	8. Medium for	Records Storag	o (Chack all an	nronriato)		_				
1.	of Creation	☑ Electronic/Dig		orm Paper		ecify)					
9.	Retention Time Perio	d - Specify Actual	Period	10. Event that	Initiates the S	tart of th	e Reter	itlon Time	Period (Ch	eck C	ne)
	Yrs Mo Wi	S Days	Permanent*	Creation Fis	scal Othe (FIS)	r (Specify	')		·		
_*If	selecting Permanent, c										
11	Disposition (Check ☐ Transfer - Other L		troy 🛭 Desti	oy Confidential	☐ Trans	fer - Slate	Archiv	es (WHS)	☐ Tran	sfer -	UW Archives
12	. Records Series Desc	ription									
	is is a new record du en set by ordinance		ation of our re	tention progra	am following	the sur	set of	our pre	vious sche	dule	which had
Ke	is records series incl nosha County Public nsmissions, 911 eme	Safety Building	g and Kenosh	a County Det	ention Cente	enter ar er. The	nd on se rec	administ ords incl	rative pho ude record	nes dings	in the s of radio
N	ote: Recordings do	not include pho	nes used by ir	nmates							
	is records retention t cordings (Dispatch).		ches the Wisc	onsin County	General Re	cords S	Schedu	ıle recor	d series tit	led A	Audio
Wi Ma	sconsin Stat. § 893.8 sintaining these reco	30 allows for cla rdings for the sp	ims to be mad pecified time p	de against go eriod will me	vernmental l et the require	bodies v ements	within of this	120 day statute.	s of an eve	ent.	
	me of the information 721.	n found in this r	ecords series	is protected t	by the Driver	's Priva	cy Pro	tection i	Act (DPPA), 18	U.S.C.
13	. Records Contain Per ☑ Yes ☐ No	•	e Information (P	II):	14. PII Regi: ☐ Yes		nptions No	(Check \	ES if PII is e	exem	pted):
15	i. Name of Agency	☑ Program Conta	ct or 🔲 Re	cords Officer:	Thomas Ger	nthner, E	Pirecto	•			
	Telephone: 262-60	5-5010	Email	twg327@k	enoshajs.org						
16	6. Records Series Cont. If yes, enter Statute/Code						Yes	□ No			
17	. APPROVAL SIGNATU	JRES		1	1. Cr	h li		1/14/2	710		
-	Tom Solling		1-13-20	020	7-1	8		1/15/	2020		
A	gency Official		Date (mm/dd		Agency Records	s Officer			Date (n	nm/do	d/ccyy)
PI	JBLIC RECORDS BOAR ecords Law), and that no	D APPROVAL – A	uthorization is cored if litigation or a	ntingent on restri	ictions to record	destructi commer	lon cont	ained in W s anticipa	/is. Stat. § 19 ted.	.35(5), (Open
1	Urul 1/1	when	- (0/3C	190	cl or	0	714	1	San Maria		0/29/20
S	late Alchivist	/	Date (mm/	dd/ccyy) E	xecutive Secre	lary – PR	В	- W	Date (r	nm/de	d/ccyy)
					C 1C C1/4\/a\ A			//	uno a	12	λ

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

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Records Retention / Disposition Authorization

Read Instructions completing.	provided o	n pages 2-3	before	1. RDA #			Series Title)			
. •	Alla Ctat C	16 61 thin (c	orm much bo	7 3. RDA Statu			cordings (nended	Renev	wat
 In accordance with the completed and appropriate 	oved by the	e Agency and	I the Public			K One).			LI AII	iended		vai
Records Board (PRi records series and r				4. Agency #:			6.	Unit #:				
				6. Agency Na								
 Agency Records Off Maintain an agency 				Kenosha Jo		ices						
Division Name				Subdivision	Name							
Administration				1								
Record Series Y of Creation 2017		Medium for Electronic/Did	Records Stora	ge (Check all ap orm 🔲 Paper			5.0					
										1 1 (0)	1.0	
9. Retention Time I	Period - Sp Wks	ecify Actual Days	Period Permanent*	10. Event that Creation Fig	i initiate: scal	s the Star Other (S		tention	lime Pe	riod (Che	ck One)	
115 1010	VVKS	90	T		(FIS)	•	Date the m	sinutes a	re annr	oved		
Alf - al - Ala - Dawnson			<u> </u>								Description	
*if selecting Permane												
11. Disposition (Ch			troy 🔲 Dest	roy Confidential		, Transfer	- State Arc	nives (vv	ПО)	L. Irans	sfer - UW Ard	nives
12. Records Series I	Description	1										
This is a new recor been set by ordinar		re-organiza	ation of our re	tention progra	am folk	owing the	e sunset	of our	previou	ıs sched	dule which	ı had
This records series produce board mee			ordings of Ke	nosha Joint S	ervices	Board r	meetings	. Thes	e reco	rdings a	re used to)
This series matche	s the Wis	consin Mu	inicipal and R	elated Record	ds Gen	eral Sch	edule re	cord se	eries titl	ed Audi	io Tapes	
Wisconsin Stat. § 1	9.21 (7)	sets the re	tention time p	eriod for this	record	series						
13. Records Contain	n Personal i ☑ No	iy Identiflabi	e Information (F	PH):	1444	II Registry Yes	y Exemptle		ock YES	If PII is e	xempted):	
15. Name of Agency	⊠ Pro	gram Conta	ct or 🔲 Re	cords Officer:	Thom	as Genth	ner, Direc	otor				
Telephone: 20	62-605-501	0	Email	twg327@k	enoshaj	is.org						
16. Records Series	Contains C	ontent that	ls Confidential o	or Access is Pro	otected:		☐ Yes	s 🛛 N	No			
If yes, enter Statute						escription.						
17. APPROVAL SIGI	NATURES			9	10	los	a	(hul-	1050			
Pari	1		1-13.20	20	7	165		1/15	1202	D		
Agency Official			Date (mm/do		Agency F	Records Of	fficer			Date (m	nm/dd/ccyy)	
//————————————————————————————————————		727						ontol= = =	in Min (
PUBLIC RECORDS B Records Law), and tha	OARD APP	PROVAL – A s are destroy	uthorization is co ed if litigation or :	nungent on restraudit involving th	ese reco	record de	estruction commenced	ontained anti	in vvis. S Icipated.	วเลเ. § 19.	,ახ(ნ), (Oper	T vi
alia, n	11	1	(el30)		A			12			10/20	120
my "	in	day				077	, ppn	مسال	Lyphora	Data /	nm/dd/ccyy)	100
State Archivist			Date (mm	rud/ccyy) E	xecutive	Secretary	- FKB			Date (ii	miradracyy)	

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Records Retention / Disposition Authorization

FAGE FOI 5								
 Read instructions provi completing. 	ded on pages 2-3	before	1. RDA # 8	2. Record : Audit Rep	Series Title oorts			
 In accordance with Wis. 5 			3. RDA Status (Check One):	⊠ New	☐ Ame	nded	Renewal
completed and approved Records Board (PRB) wit			4. Agency #:		5. Uni	t #:		
records series and prior to			6. Agency Nam	9				
 Agency Records Officer: Maintain an agency copy 			Kenosha Joint					
Division Name			Subdivision Na	me				
Administration			Finance					100
7. Record Series Year	l	_ `	ge (Check all appr	• ,				
of Creation	Electronic/Digi		orm 🛛 Paper [
9. Retention Time Perio Yrs Mo Wk 7	s Days	Permanent*	10. Event that In Creation Fisca ☑ (CR) ☐ (F	ol Other (S	Specify)			
*If selecting Permanent, cl								
11. Disposition (Check of Transfer - Other L		roy 🔲 Dest	roy Confidential	☐ Transfer	- State Archive	s (WHS)] Transfe	er - UW Archives
12. Records Series Desc	ription							
This is a new record du been set by ordinance o		ation of our re	tention progran	n following th	e sunset of	our previous	schedu	ile which had
This records series incl audits and financial stat	ude records that tements created	t evaluate the I by an indep	e financial holdi endent account	ngs of Kenos ant's review.	sha Joint Ser	vices. This	series i	ncludes
This retention time perion to exceeds the retention to Reports.	od matches the me period for th	Wisconsin C ne Wisconsin	ounty General I Municipalities (Records Sch Seneral Reco	edule record ords Schedu	I series titled le record ser	Audit (ries title	external) and daddit
13. Records Contain Pers ☐ Yes ☑ No		e Information (P		☐ Yes	☐ No	(Check YES If	PII is exe	empted):
15. Name of Agency	☑ Program Contac	ct or 🔲 Re	cords Officer:'	Thomas Genth	mer, Director			
Telephone: 262-60	5-5010	Email	twg327@ker	oshajs.org				
16. Records Series Conta					_	⊠ No		
17. APPROVAL SIGNATU	IRES		1/2	a cest	CE	1/14/2020		
Ton South		1-13-	2020	7-1	8	1/15/20	20	
Agency Official		Date (mm/do		ency Records C	Officer		Dale (mm	n/dd/ccyy)
PUBLIC RECORDS BOAR Records Law), and that, no r	D APPROVAL – Au	uthorization is co	ntingent on restrict	ons to recorded	estruction conta	ined in Wis. Sta		-
alyud Mr	hly	6/30/20		culive Secretar	1/3	-	Date (mn	Celag Ja n/dd/ccyy)
State Archivist		Date (mm	CAC	Outivo Octorotal	1		- cro firm	

Records Retention / Disposition Authorization

10	DL 1 01 0							
	Read instructions provi	ded on pages 2-3	before	1. RDA #	2. Record Se Bank Stater	eries Title nents/Reconci	liations	
• 1	n accordance with Wis. S	Stat. § 16.61, this fo	orm must be	3. RDA Status (C	heck One):	⊠ New	☐ Amended	Renewal
F	completed and approved Records Board (PRB) with	by the Agency and hin one year of cre	the Public ation of the	4. Agency #:		5. Unit #	:	
r	ecords series and prior to	o disposition of any	public record.	6. Agency Name				
• /	Agency Records Officer: Maintain an agency copy	Forward original to during the PRB re-	the PRB. view process.	Kenosha Joint S				
Div	Ision Name			Subdivision Nan	ie			
Ad	ministration			Financial				
7.	Record Series Year of Creation 1982	8. Medium for Electronic/Dig	_	e (Check all appro rm 🔲 Paper 🗌	oriate) Other (Specify))		
9.	Retention Time Perior	d - Specify Actual	Period	10. Event that init	ates the Start	of the Retentio	n Time Period (Che	ck One)
7 7	rs Mo Wk	s Days	Permanent*	Creation Fiscal ⊠ (CR) □ (FI	Other (Sp	pecify)		
*If s	selecting Permanent, cl	te supporting sta	tute, code, other	legal authority, or	sufficient justi:	fication in Box	12, Record Series	Description.
11.		One): 🛛 Des		oy Confidential		State Archives (fer - UW Archives
12	Records Series Descr							
This	s is a new record du n set by ordinance o	e to re-organiza	ation of our ret	ention program	following the	sunset of ou	r previous sched	dule which had
This	record series inclu	des documenta	tion of transac	ctions from instit	utions holdin	g Kenosha J	oint Services fur	nds.
Stat	s retention time perio tements/Reconciliati tements/Reconciliati	<i>ions</i> and Wisco	sconsin Count nsin Municipal	y General Reco l Records Gene	ds Schedule al Schedule	record serie record series	s titled <i>Bank</i> s titled <i>Bank</i>	
Und	er Wis. Stat. § 19.3	6(13) some info	ormation in this	s record series r	nay qualify a	s confidentia	or protected.	
	e: This record serie d supporting docume			Fund Account. ⁻	hose record	s are maintai	ined under the B	ond Receipts
						#E		
13.	Records Contain Pers	sonally Identifiabl	e Information (PI	1):	PII Registry	Exemptions (C	heck YES if Pil is e.	xempted):
15.	Name of Agency	Program Conta	ctor 🗌 Red	ords Officer: T	omas Genthn	er, Director		
	Telephone: 262-603	5-5010	Email	twg327@keno	shajs.org			
16.	Records Series Conta	ins Content that	s Confidential or	Access Is Protect	ed:	⊠ Yes □	No	
11	yes, enter Statute/Code	or explain other L	egal Authority in E	3ox 12, Record Seri	es Description			
17.	APPROVAL SIGNATU	RES		0,0	o Carla	<u>Ø</u>	2/28/2020	
1	om dante		03-02-2	2020	18		2/20/20	
Age	ency Official		Date (mm/dd/		cy Records Offi	cer	Date (m	m/dd/ccyy)
PUI	BLIC RECORDS BOARD cords Law), and that no re	O APPROVAL – Ar	uthorization is con	tingent on restriction	is to record des	truction containe	ed in Wis. Stat. § 19.	7/1//
a	lyour Mrs.	lan-	(0/30/2	5	1000	75	and the same	4/29/20
Sta	te Archivist	V	Date (mm/c	dd/ccyy) Exec	itive Secretary -	- PRB	Date (m	m/dd/ccyy)
510					THE RESERVE OF THE PARTY OF THE		The same of the sa	A DESTRUCTION OF STREET AND STREET
		Approval subject	to 10-year sunset	per Wis: Stat. § 16	61(4)(c). Action	required before	Sune 2	

STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION PUBLIC RECORDS BOARD PRB-001 (R09/2016) PAGE 1 OF 3

Records Retention / Disposition Authorization

_						
•	•	ded on pages 2-3 before	1. RDA #	2. Record Series Title	luntag	
990	completing.	Stat C 4C C4 This form would be	3. RDA Status (Board Agenda and M Check One): New	Inutes	☐ Renewal
•		Stat. § 16.61, this form must be by the Agency and the Public	· · · · · · · · · · · · · · · · · · ·			☐ Kellewal
	Records Board (PRB) will	hin one year of creation of the odisposition of any public record.	4. Agency #:		nlt #:	
	•	, , ,	6. Agency Name Kenosha Joint			
•	Maintain an agency copy	Forward original to the PRB. during the PRB review process.	Kenosna John	Services		
	vision Name		Subdivision Na	me		
A	dministration		General			
7.	Record Series Year of Creation 1982	8. Medium for Records Storag	ge (Check all appro orm 🔲 Paper 🛭			
_				tlates the Start of the Rete	ntion Time Barled (Ch	ack One)
9.	Yrs Mo Wk	d - Specify Actual Period s Days Permanent*	Creation Fisca		illoli tiina Fation (Cit	ack One)
7	""		⊠ (CR) □ (F			
*11	। f selecting Permanent, cl	te supporting statute, code, othe	। r legal authority, o	sufficient justification in	Box 12, Record Series	Description.
11		One): Destroy Dest	roy Confidential	☑ Transfer - State Archi		sfer - UW Archives
12	2. Records Series Desci	ription				
	is is a new record du en set by ordinance o	e to re-organization of our re only.	tention program	following the sunset o	f our previous sche	dule which had
Th	is record series inclu	des Kenosha Joint Services	Board agenda's	, agenda packets, and	meeting minutes.	
Mil	is retention time perionutes. The time perion cords and Minutes.	od exceeds the Wisconsin C od also exceeds the Wiscons	ounty General F sin Municipal Re	lecords Schedule reco cords General Schedu	rd series titled <i>Agei</i> ile record series title	nda and ed <i>Committee</i>
13	B. Records Contain Pers ☐ Yes No	sonally Identifiable Information (F	기): 1	4. PII Registry Exemption Yes No	s (Check YES if Pli is	exempted):
15			cords Officer:	homas Genthner, Directo	OI,	
	Telephone: 262-60	5-5010 Email	twg327@ken	oshajs.org		
10	6. Records Series Conta	ains Content that is Confidential	or Access Is Prote	cted: Yes	⊠ No	
	If yes, enter Statute/Code	d or explain other Legal Authority in	Box 12, Record Se	res Description.		
17	APPROVAL SIGNATU	IRES	11	a Circ il	1/14/2050	
_	Ton Spiette	1-13-20	20	7-168	1/15/202	9
A	gency Official	Date (mm/de	d/ccyy) Age	ency Records Officer	Date (r	nm/dd/ccyy)
PI	UBLIC RECORDS BOAR	D APPROVAL – Authorization is co	entingent on restrictle audit involving these	ons to record destruction cor e records has commenced	ntained In Wis. Stat. § 19 anticipated.	9.35(5), (Open
1	Mr. 1 11.	lol 6/20	lan	don To	Sucrement	6/29/20
s	tate Alchivist	Date (mm	/dd/ccyy) Exe	cutive Secretary – PRB	Date (r	nm/dd/ccyy)

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

STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION PUBLIC RECORDS BOARD PRB-001 (R09/2016)

Records Retention / Disposition Authorization

PAGE 1 OF 3	
 Read instructions provided on pages 2-3 before completing. 	1. RDA # 2. Record Series Title Bond Receipts and Related Documents
• In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Check One): ☐ New ☐ Amended ☐ Renewal
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 5. Unit #:
records series and prior to disposition of any public record.	6. Agency Name
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	Kenosha Joint Services
Division Name	Subdivision Name
Records	(Obs. d. all annual data)
	m 🛮 Paper 🔲 Other (Specify)
Yrs Mo Wks Days Permanent*	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☑ (CR) ☐ (FIS) ☐
	egal authority, or sufficient justification in Box 12, Record Series Description.
11. Disposition (Check One); ⊠ Destroy ☐ Destroy ☐ Destroy ☐ Transfer - Other Location (Specify):	by Confidential Transfer - State Archives (WHS) Transfer - UW Archives
12. Records Series Description	
This is a new record due to re-organization of our retebeen set by ordinance only.	ention program following the sunset of our previous schedule which had
signature sheets (bond information notice), charge cae. This retention time period matches the Wisconsin Co	cepting bond payment. These records include bond receipts, bond and request logs, and Trust Fund Account documentation. unty General Records Schedule series titled Bond Receipts. 14. Pli Registry Exemptions (Check YES If Pli is exempted):
13. Records Contain Personally Identifiable Information (Pli ☐ Yes ☒ No): 14. Pil Registry Exemptions (Check YES ii Pil is exempted).
	ords Officer: Thomas Genthner, Director
Telephone: 262-605-5010 Email	twg327@kenoshajs.org
16. Records Series Contains Content that is Confidential or	Access is Protected: Yes No
If yes, enter Statute/Code/ or explain other Legal Authority in E	Box 12, Record Series Description/
17. APPROVAL SIGNATURES	In the Coste to 1/14/2000
Tom devet	2020 715- 115/2020
Agency Official Date (mm/dd/	D. I. (m., 1886) and
	tingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open udit involving these records has commenced only anticipated.
Ohur Marke har (0/30/2	0 1/20 -13 6/29/20
State Archivist Date (mm/c	dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: 3030

STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION PUBLIC RECORDS BOARD PRB-001 (R09/2016) PAGE 1 OF 3

Records Retention / Disposition Authorization

 Read Instructions provided on pages 2- completing. 	3 before	1. RDA # 12	2. Record Series T Booking Photogra		aph Recor	rd
In accordance with Wis. Stat. § 16.61, this	form must be	3. RDA Status (CI	eck One): 🛛 No	ew 🗆 A	Amended	Renewal
completed and approved by the Agency an Records Board (PRB) within one year of cr	eation of the	4. Agency #:		5. Unit #:		
records series and prior to disposition of ar	• •	6. Agency Name				
 Agency Records Officer: Forward original Maintain an agency copy during the PRB re 		Kenosha Joint S	rvices			
Division Name		Subdivision Nam)			
Evidence/Identification		Identification				
7. Record Series Year 8. Medium for of Creation 1993 ⊠ Electronic/D	_	ge (Check all approp orm 🏻 Paper 🔝				
9. Retention Time Period - Specify Actua	al Period	10. Event that initi	ites the Start of the	Retention Time P	erlod (Che	ck One)
Yrs Mo Wks Days	Permanent*	Creation Fiscal ☐ (CR) ☐ (FIS	Other (Specify)			
*If selecting Permanent, cite supporting st		legal authority, or	ufficient lustificatio	n in Box 12, Reco	ord Series !	Description.
11. Disposition (Check One): De	stroy 🔲 Dest	roy Confidential	☐ Transfer - State A			sfer - UW Archives
12. Records Series Description						
This is a new record due to re-organ had been set by ordinance only.	ization of our re	etention program	following the sun	set of our prev	ious sche	edule which
This series pertains to booking photo	ograph records	taken by Kenosh	a Joint Services	staff.		
This retention period matches the W	isconsin Count	y Records Reten	ion Schedule rec	ord series title	d <i>Mug</i> Sh	iols.
These records are maintained perma	anently in an el	ectronic databas	which is backed	l up at a data re	ecovery s	ite.
13. Records Contain Personally identifiat ☑ Yes ☐ No	ole Information (P	Pil): 14.	Pil Registry Exemp		S if Pil is e	xempted):
15. Name of Agency Program Cont	act or Re	cords Officer: Th	omas Genthner, Di	rector		
Telephone: 262-605-5010	Email		5			
16. Records Series Contains Content tha If yes, enter Stalute/Code/ or explain other				∕es ⊠ No		
17. APPROVAL SIGNATURES	3	0,0	, Ciste a	thutzor.		
- Anuth		V -	7-10	1/15/2		
Agency Official	1~13-2 Date (mm/do		cy Records Officer	1,10,2		m/dd/ccyy)
Agency Official PUBLIC RECORDS BOARD APPROVAL -	Authorization is co	ntingent on restriction	s to record destruction	n contained in Wis	. Stat. § 19.	
Records Law), and that no records are destro	yed if litigation or	audit involving these	leords has commence	ed anticipate	1. 	10/20/20
State Archivist	Dale (mm	00100	tive Secretary – PRB		Date (n	nm/dd/ccyy)
Approval subje	ct to 10-year sunse	et per Wis. Stat. § 16.	31(4)(c). Action requir	ed before: <u> </u>	ine a	030

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Records Retention / Disposition Authorization

PAGE FOR 3	
Read instructions provided on pages 2-3 before completing.	1. RDA # 2. Record Series Title Contracts
• In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Check One): ⊠ New ☐ Amended ☐ Renewal
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 5. Unit #:
records series and prior to disposition of any public record.	6. Agency Name
Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	Kenosha Joint Services
Division Name	Subdivision Name
Administration	General
7. Record Series Year 8. Medium for Records Storage	
of Creation 1982 ⊠ Electronic/Digital □ Microfo	rm 🛮 Paper 🗌 Other (Specify)
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permaneni* 7	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☒ after last efffective date thereof legal authority, or sufficient justification in Box 12, Record Series Description.
11. Disposition (Check One): ☐ Destroy ☐ Destroy ☐ Destroy ☐ Transfer - Other Location (Specify):	oy Confidential Transfer - State Archives (WHS) Transfer - UW Archives
12. Records Series Description	
This is a new record due to re-organization of our retebeen set by ordinance only.	ention program following the sunset of our previous schedule which had
This records series includes any contract or agreement	ents to which Kenosha Joint Services is a party.
	General Records Schedule series titled Agreements and Contracts. It eral Schedule record series titled Contracts and Agreements.
Wisconsin Stat. § 59.52(4)(a)(10) sets the retention t	ime period for this record series.
	D. At Dil Bouleton Furning Check VEC & Dil le gramplach
13. Records Contain Personally Identifiable Information (PI ☐ Yes ☑ No	☐ Yes ☐ No
	cords Officer: Thomas Genthner, Director
Telephone: 262-605-5010 Email	twg327@kenoshajs.org
16. Records Series Contains Content that is Confidential or	
If yes, enter Statute/Code/ or explain other Legal Authority in E	Box 12, Record Series Description
17. APPROVAL SIGNATURES	the Cista to thethore
Tom South 1-13-20	20 715 1/15/2020
Agency Official Date (mm/dd/	
PUBLIC RECORDS BOARD APPROVAL - Authorization is con Records Law), and that no records are destroyed if litigation or a	altingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open udit involving these records has commenced in a anticipated.
ally Mulling (0/30)	20 c/07 13 13 (0)29/20
State Archivist Date (mm/c	
Approval subject to 10-year sunset	per Wis. Stat. § 16.61(4)(c). Action required before: Yune 2030

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Records Retention / Disposition Authorization

completing.	ided on pages 2-3 before	1. RDA#	1	ons Plan/Continuity Of Gov	ernment
 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. 		3. RDA Status (C	Plan Check One): 🗵 New	☐ Amended ☐	Renewal
		4. Agency #:	5. U	Jnit #:	
		6. Agency Name			
	during the PRB review process.	Kenosha Joint			
Division Name		Subdivision Na	ne		
Administration		General			
7. Record Series Year	8. Medium for Records Store	age (Check all appro	priate)		
of Creation 2009		oform 🛛 Paper 🗀	Other (Specify)		
9. Retention Time Perio	d - Specify Actual Period	10. Event that Ini	tlates the Start of the Ret	ention Time Period (Check Or	10)
Yrs Mo W	- TANKET	Creation Fisca	. , ,,		
0		☐ (CR) ☐ (F	IS) 🛛 Superseded	by Revised Plan	
*If selecting Permanent, c	lte supporting statute, code, oth	er legal authority, or	sufficient Justification in	Box 12, Record Series Descr	iption.
11. Disposition (Check Transfer - Other L		stroy Confidential	Transfer - Stale Arch	ives (WHS) Transfer - L	JW Archives
12. Records Series Desc	ription				
This is a new record d had been set by ordina	ue to re-organization of our ance only.	retention prograr	n following the sunset	of our previous schedule	which
This record series incl Government Plan (CO	udes agency plans and doc G).	umentation for th	e Continuity of Operat	ions Plan (COOP)/Contin	uity of
These records will be	retained until superseded by	y a revised plan			
This record series mat Wisconsin Municipal F Documentation.	tches the Wisconsin County Records General Schedule r	Records Genera ecord series titled	l Schedule record ser d Continuity of Govern	ies titled COOP/COG and Iment Operational Plan ai	i the ad
Wisconsin Municipal F Documentation.	Records General Schedule r	ecord series titled	d Continuity of Govern	ies titled COOP/COG and iment Operational Plan ai	nd
Wisconsin Municipal F Documentation.	Records General Schedule r	ecord series titled	d Continuity of Govern	ment Operational Plan ai	nd
Wisconsin Municipal F Documentation. 13. Records Contain Per □ Yes ☑ No	Secords General Schedule r	ecord series titled	d Continuity of Govern	nment Operational Plan ai	nd
Wisconsin Municipal F Documentation. 13. Records Contain Per ☐ Yes ☑ No. 15. Name of Agency □	Secords General Schedule r	(PII): 1.	4. PII Registry Exemption Yes	nment Operational Plan ai	nd
Wisconsin Municipal F Documentation. 13. Records Contain Per ☐ Yes ☑ No 15. Name of Agency ☐ Telephone: 262-60 16. Records Series Cont	sonally Identifiable Information ☑ Program Contact or ☐ F 05-5010 Ema	(PII): 1. Records Officer: _T all twg327@kenu or Access is Protec	4. PII Registry Exemptio Yes No Chomas Genthner, Direct oshajs.org	nment Operational Plan ai	nd
Wisconsin Municipal F Documentation. 13. Records Contain Per	sonally Identifiable Information Program Contact or Formula in Email Formula in Content that is Confidential in or explain other Legal Authority	(PII): 1. Records Officer: _T all twg327@kenu or Access is Protec	4. PII Registry Exemptio Yes No Chomas Genthner, Direct oshajs.org	ns (Check YES if PII is exempor	nd
Wisconsin Municipal F Documentation. 13. Records Contain Per	Records General Schedule resonally Identifiable Information Program Contact or Fig. 5-5010 Emails Content that is Confidential are or explain other Legal Authority URES	(PII): 1. Records Officer:T alltwg327@ken or Access is Protect in Box 12, Record Set	4. PII Registry Exemptio Yes No Chomas Genthner, Direct oshajs.org	ns (Check YES if PII is exemp or ⊠ No	nd
Wisconsin Municipal F Documentation. 13. Records Contain Per	Sonally Identifiable Information Sonally Identifiable Information Program Contact or ☐ F 55-5010 Emains Content that is Confidential of or explain other Legal Authority URES	(PII): 1. Records Officer:T alltwg327@keni or Access is Protect in Box 12, Record Second	4. PII Registry Exemption Yes No Chomas Genthner, Direct oshajs.org Sted: Yes Ries Description.	or Signal Plan and the second or Signal Plan and Signal Plan	ted):
Wisconsin Municipal F Documentation. 13. Records Contain Per	sonally Identifiable Information Program Contact or Fo.5-5010 Emains Content that is Confidential of or explain other Legal Authority URES Date (mm/	(PII): 1. Records Officer: _T all twg327@ken or Access is Protec n Box 12, Record Sel dd/ccyy) Age	4. PII Registry Exemption Yes No. Thomas Genthner, Direct coshajs.org Sted: Yes Hes Description.	or No (// 4/2 & C O (// 5/2 o 2 C) Date (mm/dd/	ted):
Wisconsin Municipal F Documentation. 13. Records Contain Per	Sonally Identifiable Information Sonally Identifiable Information Program Contact or ☐ F 55-5010 Emains Content that is Confidential of or explain other Legal Authority URES	(PII): 1. Records Officer: T all twg327@ken or Access is Protec in Box 12, Record Sel dd/ccyy) Age	4. PII Registry Exemption Yes No Thomas Genthner, Direct oshajs.org Led: Yes fies Description Lency Records Officer ons to record destruction co	or No ////2 & C O /////2 & C O //////2 & C O /////// & C O //////// & C O /////// & C O /////// & C O /////// & C O ////// & C O /////	ted):
Wisconsin Municipal F Documentation. 13. Records Contain Per	Secords General Schedule responsible information of the program Contact or Second or second of the program Contact in the program of the program is the program of the program of the program in the program is the program of the program in the program in the program is the program in the p	(PII): 1. Records Officer: _T all twg327@kend or Access is Protect in Box 12, Record \$20 add/ccyy) Age contingent on restriction audit involving these	4. PII Registry Exemption Yes No Thomas Genthner, Direct oshajs.org Led: Yes fies Description Lency Records Officer ons to record destruction co	or No ////2 & C O /////2 & C O //////2 & C O /////// & C O //////// & C O /////// & C O /////// & C O /////// & C O ////// & C O /////	(ccyy) , (Open

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

Read Instructions provided on pages 2-3 before

http://publicrecordsboard.wi.gov

Records Retention / Disposition Authorization

2. Record Series Title

1. RDA #

completing.	15 Deferred Compensation Records				
 In accordance with Wis. Stat. § 16.61, this form must be 	3. RDA Status (Check One): ⊠ New ☐ Amended ☐ Renewal				
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 5. Unit #:				
records series and prior to disposition of any public record,	6. Agency Name				
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	Kenosha Joint Services				
Division Name	Subdivision Name				
Administration	Finance				
7. Record Series Year 8. Medium for Records Storage of Creation 1985	e (Check all appropriate) rm				
9. Retention Time Period - Specify Actual Period	10. Event that Initiates the Start of the Retention Time Period (Check One)				
Yrs Mo Wks Days Permanent*	Creation Fiscal Other (Specify)				
8	☐ (CR) ☐ (FIS) ☐ 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): ☐ Destroy ☐ Destroy ☐ Destroy ☐ Transfer - Other Location (Specify):	oy Confidential Transfer - State Archives (WHS) Transfer - UW Archives				
12. Records Series Description					
This is a new record due to re-organization of our rehad been set by ordinance only.	etention program following the sunset of our previous schedule which				
This records series includes reports generated from contributions.	deferred compensation retirement plans showing employee				
The retention time period corresponds to the Wiscor Compensation Records.	nsin County General Schedule record series titled Deferred				
13. Records Contain Personally Identifiable Information (PI	I): 14. PII Registry Exemptions (Check YES If PII is exempted): ☐ Yes ☐ No				
☐ Yes ☐ No 15. Name of Agency ☐ Program Contact or ☐ Rec	cords Officer: Thomas Genthner, Director				
	twg327@kenoshajs.org				
 Records Series Contains Content that is Confidential or if yes, enter Statute/Code/ or explain other Legal Authority in E 					
17. APPROVAL SIGNATURES	16 Cel 11 1/1/2010				
Tam A. 18 1-13-202	7 Sex 1/15/2020				
Agency Official Date (mm/dd/					
	ntingent on restrictions to record destruction contained in Wis. Stal. § 19.35(5), (Open				
alyul Mulding alsola	0 000 13 13 1000 6/29/20				
State Archivist Date (mm/c	dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)*				

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Records Retention / Disposition Authorization

PAGE 1 OF 3					
 Read Instructions provided on pages 2-3 before completing. 	1. RDA #	2. Record Series 1 Employee Blood		gen Records	
In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Ch			☐ Amended	Renewal
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #:		5. Unit #:		
records series and prior to disposition of any public record.	6. Agency Name				
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	Kenosha Joint S	ervices			
Division Name	Subdivision Name	9			
Administration	Personnel				
	rm 🛛 Paper 🗌	Other (Specify)			
1 1 1 1		ates the Start of the	Retention Ti	me Period (Che	ck One)
30	Creation Fiscal (CR) (FIS		tion of Emp	-	
*If selecting Permanent, cite supporting statute, code, other					
11. Disposition (Check One): ☐ Destroy ☐ Destroy ☐ Destroy ☐ Transfer - Other Location (Specify):	oy Confidential	☐ Transfer - State /	Archives (WH	S)	fer - UW Archives
12. Records Series Description					
This is a new record due to re-organization of our re had been set by ordinance only.	tention program	following the sun	set of our p	orevious sche	dule which
This record series includes documents pertaining to	an employee's ເ	ınsafe exposure	to bloodboi	rne pathogens	S.
The retention time period matches the Wisconsin Co Born Pathogen Records.	ounty Records G	eneral Schedule	record seri	es titled Emp.	loyee Blood
Wisconsin Stat. § 146.82 sets patient health care rec	cords as confide	ntial.			
13. Records Contain Personally Identifiable Information (PII	14.	PII Registry Exem ☐ Yes	ptions (Chec No	k YES if Pil is e	(empled):
15. Name of Agency ⊠ Program Contact or ☐ Rec	ords Officer: The	omas Genthner, Di	rector		
Telephone: 262-605-5010 Email	twg327@kenos	hajs.org			
16. Records Series Contains Content that is Confidential or If yes, enter Statute/Code/ or explain other Legal Authority in E			Yes No		
17. APPROVAL SIGNATURES	4/1	to Cish I	1/14/	WL 1	
Tam Levele 1-13.2	020	7-14	1/15	12020	
Agency Official Date (mm/dd/		cy Records Officer		Date (m	m/dd/ccyy)
PUBLIC RECORDS BOARD APPROVAL – Authorization is con Records Law), and that no records are destroyed if litigation or at	tingent on restriction	s to record destructio	n contained in ed anticl	n Wis. Stat. § 19. pated.	35(5), (Open
alana Varda Lana (also)	30 0	1000	75	a characteristic and a charact	4/29/20
State Archivist Date (mm/c	id/ccyy) Execu	tive Secretary – PRB		Date (m	m/dd/ccyy)

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: 3030

completing.

Read Instructions provided on pages 2-3 before

http://publicrecordsboard.wi.gov

Records Retention / Disposition Authorization

2. Record Series Title

Employee Retirement Records

1. RDA#

In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Check One): ⊠ New ☐ Amended ☐ Renewal
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 5. Unit #:
records series and prior to disposition of any public record.	6. Agency Name
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	Kenosha Joint Services
Division Name	Subdivision Name
Administration	Personnel
7. Record Series Year 8. Medium for Records Storag	
of Creation 1982 🛛 Electronic/Digital Microfo	
9. Retention Time Period - Specify Actual Period	10. Event that Initiates the Start of the Retention Time Period (Check One)
Yrs Mo Wks Days Permanent*	Creation Fiscal Other (Specify)
8	☐ (CR) ☐ (FIS) ☒ End of Service
	legal authority, or sufficient justification in Box 12, Record Series Description.
11. Disposition (Check One): ☐ Destroy ☐ Destroy ☐ Destroy ☐ Transfer - Other Location (Specify):	roy Confidential Transfer - State Archives (WHS) Transfer - UW Archives
12. Records Series Description	
This is a new record due to re-organization of our rehad been set by ordinance only.	etention program following the sunset of our previous schedule which
This records series includes documentation of an er Wisconsin Retirement System (WRS). This include	mployee's retirement and records related to submitting information to the es records such as WRS Employee Transaction Reports.
	County Records General Schedule series titled Retirement Records.
 Records Contain Personally Identifiable Information (Pl	II): 14. PII Registry Exemptions (Check YES if PII is exempted): ☐ Yes ☑ No
	cords Officer: Thomas Genthner, Director
Telephone: 262-605-5010 Email	
16. Records Series Contains Content that is Confidential o	CARLES (ASTRONOMICA OF)
If yes, enter Statute/Code/ or explain other Legal Authority in the	
	1. 1. Oct 8 1/14/2000
17. APPROVAL SIGNATURES	
10m 1132	
Agency Official Date (mm/dd	
PUBLIC RECORDS BOARD APPROVAL – Authorization is con Records Law), and that no records are destroyed if litigation or a	ntingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open audit involving these records has commenced or a anticipated.
State Arghivist Date (mm/	/dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)
Approval subject to 10-year sunse	et per Wis. Stat. § 16.61(4)(c). Action required before:

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Records Retention / Disposition Authorization

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. Which is a magency copy during the PRB review process. Subdivision Name Administration 7. Record Series Year of Creation 1982 8. Medium for Records Storage (Check all appropriate) of Creation 1982 9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Perimenent (Fig. 1982) 10. Event that Intilates the Start of the Retention Time Period (Check One) (Fig.) 11. Disposition (Check One): Daty Destroy Confidential Transfer - State Archives (WHS) Transfer - UW Archives (Fig.) 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. 13. Records Series Series Contain Personally Identifiable Information (PII): 14. PIR Registry Exemptions (Check YES If PII is exempted): Pres No Press No Program Contact or Texa Records. 15. Records Series Contain Personally Identifiable Information (PII): 14. PIR Registry Exemptions (Check YES If PII is exempted): Pres No Press							
Discordance with Nits, Stat. § 16.91, this form must be completed and approved by the Appnicy and the Public Records Board (PRB) within one year of creation of the records selected 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.		ded on pages 2-3 before				statements & Other	er Tax Records
Completed and approved by the Agency and the Public Records Series and prior to disposition of any public record. Records series and prior to disposition of any public record. Agency Record Series and prior to disposition of any public record. Agency Record Sofficer: Forward original to the PRB. Maintain an agency copy during the PRB review process. Subdivision Name Ministration Subdivision Name Finance S	completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the						Renewal
Agency Records Officer: Forward original to the PRB. Mindian an agency copy duting the PRB review process. Kenosha Joint Services Mediuan an agency copy duting the PRB review process. Subdivision Name Administration 7. Record Series Year of Creation 1982 8. Medium for Records Storage (Scheck all appropriate) of Creation 1982 9. Retention Time Period - Specify Actual Period 7/ Yes Mo Wis Days Permanent Creation Fiscal Other (Specify) 7. Permanent Creation Fiscal Other (Specify) 8. Permanent Creation Fiscal Other (Specify) 9. Permanent Creation Fisc					5. Unit #	t	
Maintain an agency copy during the PRB review process. Subdivision Name Finance							
Administration 7. Record Series Year of Greation 1922 Steed-conic/Digital Microform Perport Other (Specify) 9. Retention Time Period - Specify Actual Period Yrs Mo Wis Days Permanent Greation Permanent Greation Permanent Greation Gr			Kenosha Joint	Scrvices			
Record Series Year of Creation 1982 Stellar Stel	Division Name		Subdivision Na	me			
9. Retantion Time Period - Specify Actual Period Yrs Mo Wis Days Permanent 10. Event that infiliates the Start of the Retention Time Period (Check One) Yrs Mo Wis Days Permanent 10. Event that infiliates the Start of the Retention Time Period (Check One) Yrs Mo Wis Days Permanent 10. Event that infiliates the Start of the Retention Time Period (Check One) Yrs Mo Wis Days Permanent 10. Event that infiliates the Start of the Retention Time Period (Check One) Yrs Mo Wis Days Permanent 10. Event that infiliates the Start of the Retention Time Period (Check One) Yrs Mo Wis Days Permanent 10. Event that infiliates the Start of the Retention Time Period (Check One) Yrs Mo Wis Days Permanent 10. Event that infiliates the Start of the Retention Time Period (Check One) Yrs Mo Wis Days Permanent 10. Event that infiliates the Start of the Retention Time Period (Check One) Yrs Mo Wis Days Permanent 10. Event that infiliates the Start of the Retention Time Period (Check One) Yrs Mo Wis Days Permanent 10. Event that infiliates the Start of the Retention Time Period (Check One) Yrs Mo Wis Days Permanent 10. Event that infiliates the Start of the Retention Time Period (Check One) Yrs Saries Date (Pis) Yrs Mo Wis Date (Pis) Yrs Mo	Administration		Finance				
9. Retention Time Period - Specify Actual Period Vrs Mo Wis Days Permanent 10. Event that initiates the Start of the Retention Time Period (Check One) Vrs Mo Wis Days Permanent Creation Fiscal Other (Specify) 7 11. Disposition (Check One): Destroy Destroy Confidential Transfer - State Archives (WHS) Transfer - UW Archives (WHS) Transfer - State Archives (WHS) Transfer			•				
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): 14. PII Registry Exemptions (Check YES if PII is exempted): 15. Records Series Description of Union of Program Contact or Telephone: 262-605-5010 16. Records Series Contain Content that is Confidential or Access is Protected: 17. Records Series Contain Content that is Confidential or Access is Protected: 18. Records Series Contain Content that is Confidential or Access is Protected: 19. Records Contain Content that is Confidential or Access is Protected: 19. Records Series Contain Content that is Confidential or Access is Protected: 19. Records Series Contain Content that is Confidential or Access is Protected: 19. Records Series Contain Content that is Confidential or Access is Protected: 19. Records Series Contain Content that is Confidential or Access is Protected: 19. Records Series Contain Content that is Confidential or Access is Protected: 19. Records Series Contain Content that is Confidential or Access is Protected: 19. Records Series Contain Content that is Confidential or Access is Protected: 19. Records Series Contain Content that is Confidential or Access is Protected: 19. Records Series Contain Content that is Confidential or Access is Protected: 19. Records Series Contain Content that is Confidential or Access is Protected: 19. Records Series Contain Content that is Confidential or Access is Protected: 19. Records Series Contain Content that is Confidential or Access is Protected: 19. Records Series Contain Content that is Confidential or Access is Protected: 19. Records Series Contain Content that is Confidential or Access is Protected: 19. Records Series Contain Content that is Confidential or Access is Protected: 19. Records Series Contain Content that is Confidential or Access is Protected: 19. Records Series Contain Content that is Confide	of Creation 1982	☑ Electronic/Digital ☐ Micro	oform 🛚 Paper L	J Other (Speci	fy)		
11. Disposition (Check One): □ Destroy □ Destroy Confidential □ Transfer - State Archives (WHS) □ Transfer - LW Archive □ Transfer - Clother Location (Specify): □ Transfer - Clother Location (Specify): □ Transfer - Clother Location (Specify): □ Transfer - State Archives (WHS) □ Transfer - LW Archive □ Transfer - State Archives (WHS) □ Transfer - LW Archive □ Transfer - State Archives (WHS) □ Transfer - LW Archive □ Transfer - State Archives (WHS) □ Transfer - LW Archive □ Transfer - State Archives (WHS) □ Transfer - LW Archive □ Transfer - State Archives (WHS) □ Transfer - LW Archive □ Transfer - State Archives (WHS) □ Transfer - LW Archive □ Transfer - State Archives (WHS) □ Transfer - LW Archive □ Transfer - State Archives (WHS) □ Transfer - LW Archive □ Transfer - State Archives (WHS) □ Transfer - LW Archive □ Transfer - State Archives (WHS) □ Transfer - State Archives (WHS) □ Transfer - LW Archives □ Transfer - State Archives (WHS) □ Trans	Yrs Mo Wk	s Days Permanent*	Creation Fisca ☐ (CR) ☑ (F	ol Other (3	Specify)	·	·
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 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): 14. PII Registry Exemptions (Check YES If PII Is exempted): 15. Name of Agency Program Contact or 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: Yes No 17. APPROVAL SignaTURES 18. Records Series Contains Content that is Confidential or Access is Protected: Yes No 19. Agency Official Date (mm/dd/ccyy) Agency Records Officer Date (mm/dd/ccyy) 19. Agency Official Date (mm/dd/ccyy) Executive Secretary - PRB Date (mm/dd/ccyy) Executive Secretary - PRB Date (mm/dd/ccyy) Date (mm/dd/ccyy) Executive Secretary - PRB Date (mm/dd/ccyy)	11. Disposition (Check (One): Destroy 🛛 De					
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 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): Yes	12. Records Series Descr	iption					
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): □ Yes □ No 15. Name of Agency □ Program Contact or □ 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: □ Yes □ No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series, Description. 17. APPROVAL SIGNATURES □ Agency Records Officer □ Agency Records Officer □ Yes □ No			retention progra	m following t	he sunset of o	ur previous sch	edule which
13. Records Contain Personally Identifiable Information (PII): Yes	and other tax forms. This series matches th	e Wisconsin County Record	ds General Sche				
Yes No Yes No Yes No Name of Agency Program Contact or 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: Yes No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description, 17. APPROVAL SIGNATURES If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description, If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description, If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description, If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description, If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description, If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description, If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description, If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description, If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description, If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description, If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description, If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description, If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description, If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description, If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description, If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description, If yes, enter Statute/Code/ or ex							
Telephone: 262-605-5010 Email twg327@kenoshajs.org 16. Records Series Contains Content that is Confidential or Access is Protected: Yes 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) 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 in anticipated. Official Date (mm/dd/ccyy) Executive Secretary — PRB Date (mm/dd/ccyy)		ionally Identifiable Information	(PII): 1			heck YES if PII is e	exempled):
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. 17. APPROVAL SIGNATURES Agency Official 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 in anticipated. Company of the content	15. Name of Agency	☑ Program Contact or ☐ F	Records Officer: 1	homas Genth	mer, Director		
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) 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 in anticipated. Company Official Date (mm/dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)	Telephone: 262-60:	5-5010 Ema	all twg327@ken	oshajs.org			
Agency Official Date (mm/dd/ccyy) 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 of a anticipated. Official Date (mm/dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)] No	
Agency Official Date (mm/dd/ccyy) 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 in anticipated. Classical Commonwealth of the control of the contro				A. 00	C 8 1/1	4/2020	
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 as anticipated. Clypt Mulls (0)30/30 Executive Secretary – PRB Date (mm/dd/ccyy)	Ton Journ		2-2020	7-16	_	-	
Records Law), and that no records are destroyed if litigation or audit involving these records has commenced its anticipated. Clyul Yulls (0)30/30 Executive Secretary – PRB Date (mm/dd/ccyy)	Agency Official	Date (mm/	dd/ccyy) Age	ency Records C	Officer	Date (n	nm/dd/ccyy)
State Archivist Date (mm/dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)	PUBLIC RECORDS BOAR	ecords are destroyed if litigation o	r audit involving these	ons to record de records has co	estruction containe ommenced or s a	nticipated	1.35(5), (Open
3000 77 30000	wym /u	China City			DDD CONTRACTOR		month discours
	State Archivist	/ Date (mi	m/ad/ccyy) Exe	cutive Secretar	y – PRB	Date (r	nm/ad/ccyy)

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Records Retention / Disposition Authorization

	Read instructions provided on page	es 2-3 before	1. RDA #	2. Record Se			
	completing.		19		ns and Supportin		
 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 		3. RDA Status (Check One):	New	☐ Amended	Renewal	
		4. Agency #:		5. Unit #:			
	records series and prior to disposition of any public record.		6. Agency Nam				
•	Agency Records Officer: Forward orig Maintain an agency copy during the Pi	inal to the PRB. RB review process.	Kenosha Joint	Kenosha Joint Services			
Di	vision Name		Subdivision Na	me			
A	dministration		General				
7.	Record Series Year 8. Mediu	ım for Records Storag					
	of Creation 1982 🛮 🖾 Electron	nic/Digital	orm 🛛 Paper [Other (Specify)		
9.	1 1 1	The second secon	10. Event that In			Time Period (Che	ck One)
	Yrs Mo Wks Da	ys Permanent*	☐ (CR) ☐ (F	, ,	ecity)		
3					Alastian in Day 4:	2 Booord Carion	Doggrintion
_	selecting Permanent, cite supporting						
11	. Disposition (Check One): Transfer - Other Location (Spe	- , –	roy Confidential	☐ Transfer -	State Archives (W	/HS) [] Irans	fer - UW Archives
12	. Records Series Description						
TI	nis is a new record due to re-or	ganization of our re	etention progra	m followina th	e sunset of ou	r previous sche	edule which
	ad been set by ordinance only.	garnzanon or our n	3.0o., p. 03. u				
ΤI	nis series pertains to records cr	eated for the num	ose of hilling for	false alarms	such as false:	alarm invoices.	false alarm
	ports, and yearly reports.	eated for the purpo	Jac of billing for	aloc alamio	buon as jaios	a,a,,,,,	
10	ports, and yearly reports.						
TI	nis retention period matches the	e Wieconsin Count	v General Reco	ords Schedule	series titled F	alse Alarm Fed	9
	ocumentation.	e wisconsin count	y Concrain (Co.	nae conocane	rooned inied i		
0	ocumentation.						
13	B. Records Contain Personally Iden ☐ Yes ☑ No	tifiable Information (P	II):	 Pil Registry ☐ Yes 	Exemptions (Cha	eck YES if Pil is e	xempted):
15	i. Name of Agency Program	Contact or Re	cords Officer:	Thomas Genthn			
	Telephone: 262-605-5010	Email	twg327@ker	oshajs.org			
14	3. Records Series Contains Conten	t that is Confidential c	r Access Is Prote	cted:	☐ Yes 🖾	No	
	If yes, enter Statute/Code/ or explain of				- u		
17	. APPROVAL SIGNATURES		Y.	16.600	B 1/14/2		
	Torse South	1-1	3-2020	-7-12	(/15	12020	
_	gency Official	Date (mm/do		ency Records Off	licer	Date (m	nm/dd/ccyy)
	2		A-100				
P	UBLIC RECORDS BOARD APPROVA	L - Authorization is co	ntingent on restrict	ons la resord des e records has cor	aruction contained	ı in Vvis. Stat. § 19 ticipated.	35(5), (Upen
K	ecords Law), and mat horiecords are d	A Local	Tage in the state of the state	clors	15	Barrer and	to landa
_(mynt that he	1 (01301	<u> </u>	0	A confin	AND BURESON .	Jejayjao
S	tale A/chivist	P Date (mm	/dd/ccyy) Exe	cutive Secretary	-PRB	Date (n	nm/dd/dcyy)

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

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Records Retention / Disposition Authorization

PAGE FOF 3	
 Read Instructions provided on pages 2-3 before completing. 	1. RDA # 2. Record Series Title 20 Fingerprint Cards
In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Check One): ⊠ New ☐ Amended ☐ Renewal
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 5. Unit #:
records series and prior to disposition of any public record.	6. Agency Name
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	Kenosha Joint Services
Division Name	Subdivision Name
Evidence/Identfication	Identification
7. Record Series Year 8. Medium for Records Storage	
of Creation 1982	
12000	10. Event that initiates the Start of the Retention Time Period (Check One)
	Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☐
	legal authority, or sufficient justification in Box 12, Record Series Description. by Confidential Transfer - State Archives (WHS) Transfer - UW Archives
11. Disposition (Check One): Destroy Destro	y Confidential Transfer - State Archives (VVFIS) Transfer - OVV Archives
12. Records Series Description	
·	tention program following the sunset of our previous schedule which
had been set by ordinance only.	termon program following the sunset of our previous schedule which
This series pertains to fingerprint cards created using	g ink.
This retention period matches the Wisconsin County	Records General Schedule series titled Finger Print Cards.
13. Records Contain Personally Identifiable Information (Pili): 14. PII Registry Exemptions (Check YES if PII is exempted): ☐ Yes ☑ No
	ords Officer: Thomas Genthner, Director
Telephone: 262-605-5010 Email	twg327@kenoshajs.org
16. Records Series Contains Content that is Confidential or	
If yes, enter Statute/Code/ or explain other Legal Authority in B	ox 12, Record Series Description.
17. APPROVAL SIGNATURES	Gel Cours Hylross
Tom stevels 1-13-20.	20 7-18 1/15/2020
Agency Official Date (mm/dd/c	ccyy) Agency Records Officer Date (mm/dd/ccyy)
	tingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open util involving these records has commensed by its anticipated.
aluman My la colonia	10/20/20
State Archivist Date (mm/d	d/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)

STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION PUBLIC RECORDS BOARD PRB-001 (R09/2016) PAGE 1 OF 3

Records Retention / Disposition Authorization

FAGE FOI 5					
Read instructions provi	ded on pages 2-3 before	1. RDA #	2. Record Series Fixed Assets	Title .	
 In accordance with Wis. Stal. § 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. 		3. RDA Status (C	heck One): 🛛 N	ew 🗌 Amer	nded 🗌 Renewal
		4. Agency #:		5. Unit #:	
		6. Agency Name			
	Forward original to the PRB. during the PRB review process.	Kenosha Joint S	ervices		
Division Name		Subdivision Nan	e		
Administration		Finance			
7. Record Series Year	8. Medium for Records Storag	• •			
of Creation 1982	☑ Electronic/Digital ☐ Microf	,	Other (Specify)	Data da Tima Dada	d (Ob - als Ona)
9. Retention Time Perio Yrs Mo Wk	d - Specify Actual Period s Days Permanent*	Creation Fiscal	Other (Specify)	Retention Time Perio	а (Спеск Опе)
*if selecting Permanent, c	te supporting statute, code, othe	r legal authority, or	sufficient Justification	on in Box 12, Record S	erles Description.
11. Disposition (Check	One): 🛛 Destroy 🔲 Dest	roy Confidential	☐ Transfer - State		Transfer - UW Archives
12. Records Series Desc	ription				
This is a new record d had been set by ordina	ue to re-organization of our r ance only.	etention program	following the sur	eset of our previous	s schedule which
This series pertains to	documentation of Kenosha	Joint Services as	sets.		
13. Records Contain Per ☐ Yes ☑ No	sonally identifiable information (F	PII): 14		ptions (Check YES if No	PII is exempted):
15. Name of Agency	☑ Program Contact or ☐ Re	ecords Officer: T	omas Genthner, D	irector	
Telephone: 262-60	5-5010 Emai	twg327@keno	shajs.org		
	ains Content that is Confidential of or explain other Legal Authority in			Yes 🛛 No	
17. APPROVAL SIGNATA		6	L. On the B	(11/12000	
- A-	1-13-6	0024	7-168	1/15/2020	
Agency Official	Date (mm/de		ncy Records Officer	[Date (mm/dd/ccyy)
PUBLIC RECORDS BOAR	D APPROVAL – Authorization is co records are destroyed if litigation or	ontingent on restrictio	ns to record destruction	on contained in Wis. Sta	3.00
almust Mr.	11.1- 613012		con	Dyenne	4/29/
State Archivist	Date (mm		utive Secretary - PRE		Date (mm/dd/ccyy)

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Records Retention / Disposition Authorization

PAGE 1 OF 3	
 Read Instructions provided on pages 2-3 before completing. 	1. RDA # 2. Record Series Title 22 General Ledger
In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Check One): ⊠ New ☐ Amended ☐ Renewal
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 5. Unit #:
records series and prior to disposition of any public record.	6. Agency Name
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	Kenosha Joint Services
Division Name	Subdivision Name
Administration	Finanace
7. Record Series Year of Creation 1982 8. Medium for Records Storage ⊠ Electronic/Digital ☐ Microfo	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) (CR) (FIS)
	legal authority, or sufficient justification in Box 12, Record Series Description.
, _ , _	oy Confidential X Transfer - State Archives (WHS) Transfer - UW Archive
Transfer - Other Location (Specify):	
12. Records Series Description	A At was aware fall assign that a support of a second a second advice subjects
had been set by ordinance only.	etention program following the sunset of our previous schedule which
This series pertains to documentation of financial acentries, income statements, ledger sheets, trust acc	ctivity of Kenosha Joint Services such as the general ledger, daily journ count ledger.
The retention time period matches the Wisconsin Co	ounty Records General Schedule series titled General Ledger
13. Records Contain Personally Identifiable Information (PI ☐ Yes ☑ No	II): 14. PII Registry Exemptions (Check YES if PII is exempted): Yes No
	cords Officer: Thomas Genthner, Director
Telephone: 262-605-5010 Email	twg327@kenoshajs.org
16. Records Series Contains Content that is Confidential or	
If yes, enter Statute/Code/ or explain other Legal Authority in E	
17. APPROVAL SIGNATURES	All Cha Milaro
Λ ()	7-168 1/15/2020
Agency Official Date (mm/dd/	020
PUBLIC RECORDS BOARD APPROVAL – Authorization is cor Records Law), and that no records are destroyed if litigation or a	ntingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open audit involving these records has commenced an anticipated.
angual Thatley (0/30/2	XO COM Danne Glaga
State Archivist Date (mm/s	dd/ccyy) 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

http://publicrecordsboard.wi.gov

Records Retention / Disposition Authorization

TRUE TOTO							
 Read Instructions provided on pages 2-3 before completing. 	1. RDA # 23	2. Record Series Tit Imaging Logs	le				
In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (C	heck One): Nev	v 🗌 Amended 🔲 Rene	wal			
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #:		. Unit #:				
records series and prior to disposition of any public record.	6. Agency Name						
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	1 .	Kenosha Joint Services					
Division Name	Subdivision Nar	ne					
Records							
7. Record Series Year 8. Medium for Records Stor							
of Creation 2014 Selectronic/Digital Micro		Other (Specify)					
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent*	10. Event that Init Creation Fiscal ☐ (CR) ☐ (FI	Other (Specify)	etention Time Period (Check One)				
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.							
11. Disposition (Check One): ☐ Destroy ☐ De ☐ Transfer - Other Location (Specify):	stroy Confldential	Transfer - State Ar	chives (WHS) Transfer - UW A	rchives			
12. Records Series Description							
This is a new record due to re-organization of our	retention program	following the suns	et of our previous schedule whi	ch			
had been set by ordinance only.							
This series pertains to documentation of paper law logs contain information on dates and amount of r	w enforcement red ecords that were	cords which were se scanned.	ent out for electronic scanning.	These			
13. Records Contain Personally Identifiable Information ☐ Yes ☐ No	(PII): 14	. PII Registry Exempt ☐ Yes ☐ N	ions (Check YES If PII Is exempted): 0				
15. Name of Agency 🛛 Program Contact or 🔲 F	Records Officer:	nomas Genthner, Dire	ector				
Telephone: 262-605-5010 Ema	all twg327@kend	shajs.org					
16. Records Series Contains Content that is Confidentia If yes, enter Statute/Code/ or explain other Legal Authority			s 🛭 No				
17. APPROVAL SIGNATURES	1,10		114/2010				
	2020 1.	3-12	1/15/2020				
Agency Official Date (mm/		ncy Records Officer	Date (mm/dd/ccyy))			
			THE RESERVE OF THE PERSON OF T				
PUBLIC RECORDS BOARD APPROVAL – Authorization is Records Law), and that no records are destroyed if litigation of	r audit involving these	records has commence	d of anticipated.	0/20			
aligned theling 013)PQ	C or	Lefo	4/00			
State Archivist Date (m	m/dd/ccyy) Exec	utive Secretary – PRB	Date (mm/dd/ccyy				

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Records Retention / Disposition Authorization

 Read Instructions provided on pages 2-3 before completing. 	1. RDA #	2. Record Series Incident Records			
In accordance with Wis. Stal. § 16.61, this form must be	3. RDA Status			Amended	Renewal
completed and approved by the Agency and the Public	4. Agency #:		5. Unit #:		
Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.	6. Agency Nam	10	5. Gill #.		
Agency Records Officer: Forward original to the PRB.	Kenosha Join				
Maintain an agency copy during the PRB review process.	ICCIOSITA JOIL	1 501 11003			
Division Name	Subdivision Na	ame			
Communications					
7. Record Series Year of Creation 1982 8. Medium for Records Storage		ropriate) Other (Specify)			
9. Retention Time Period - Specify Actual Period		nitiates the Start of the		Period (Chec	k One)
Yrs Mo Wks Days Permanent*	Creation Fisc	. , ,,			
10	⊠ (CR) □ (· <u> </u>			
*If selecting Permanent, cite supporting statute, code, other					
11. Disposition (Check One): ☐ Destroy ☐ Destroy ☐ Destroy ☐ Transfer - Other Location (Specify):	oy Confidential	Transfer - State	Archives (WHS)	∐ Transfe	er - UW Archives
12. Records Series Description					
This is a new record due to re-organization of our rehad been set by ordinance only.	etention progra	ım following the sur	nset of our prev	ious sched	lule which
This series pertains to records created within the 9-incidents that have been reported to the departmen	1-1 Communio t via emergend	cations Department by phone call, non-e	that document emergency pho	information	n regarding radio.
This series includes, but is not limited to, records su Dispatch System online printouts, handwritten logs,		aily Call Reports, 9	-1-1 Error Repo	orts, Comp	uter Aided
This retention time period matches the Wisconsin C	County Records	s General Schedule	series titled In	ıcident Rec	ord.
13. Records Contain Personally Identifiable Information (P ☐ Yes ☑ No	II):	14. PII Registry Exem	ptions (Check YE	S if PII is exe	empted):
	cords Officer:	Thomas Genthner, Di	irector		
Telephone: 262-605-5010 Email	twg327@kei	noshajs.org			
16. Records Series Contains Content that is Confidential o	r Access Is Prote	ected:	Yes 🛭 No		
If yes, enter Statute/Code/ or explain other Legal Authority in			1/14/2020		
17. APPROVAL SIGNATURES	· V		read in the second		
lon Sullies 1-13-2		10126	(/15/20		- I delle en a A
Agency Official Date (mm/dd		ency Records Officer			n/dd/ccyy)
PUBLIC RECORDS BOARD APPROVAL – Authorization is con Records Law), and that no records are destroyed if litigation or a	ntingent on restrict audit involving thes	lions to record destructions to record has commend	r is anticipate	ed.	5(5), (Open
alyus Phyloling (130)	20	0100	J. Joycenson	tifour-tetatra	1/29/20
State Archivist Date (mm/	dd/ccyy) Exe	ecutive Secretary – PRB		Date (mm	n/dd/ccyy)

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

http://publicrecordsboard.wi.gov

Records Retention / Disposition Authorization

, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
Read Instructions provided on pages 2-3 before completing.	1. RDA # 2. Record Series Title 25 Insurance Records				
 In accordance with Wis. Stat. § 16.61, this form must be 	3. RDA Status (Check One): ⊠ New ☐ Amended ☐ Renewal				
completed and approved by the Agency and the Public	4. Agency #: 5. Unit #:				
Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.					
·	6. Agency Name Kenosha Joint Services				
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 					
Division Name	Subdivision Name				
Administration	General				
7. Record Series Year 8. Medium for Records Storage (Check all appropriate) of Creation 1982					
The state of the s					
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent*	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify)				
7 GR) GRS Constant (Specify)					
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.					
	oy Confidential Transfer - Stale Archives (WHS) Transfer - UW Archives				
11, Disposition (Check One): ☐ Destroy ☐ Destroy ☐ Transfer - Other Location (Specify):	oy confidential				
12. Records Series Description					
	etention program following the sunset of our previous schedule which				
had been set by ordinance only.	eterition program following the sunset of our previous schedule which				
riad been set by ordinance only.					
	d includes, but are not limited to, insurance policies and life insurance				
census reports.					
The retention time period corresponds to the Wisco	nsin County General Schedule series titled <i>Insurance</i> .				
The retention time period corresponds to the villege	The state of the s				
Wisconsin State Statute § 59.52(4)(a)(10) sets the r	retention period for this records series.				
VISCONSIII Otate Otatate & 00.02(1)(a)(10) 00to the 1	otolikon ponou iai una recento concer				
13. Records Contain Personally Identifiable Information (PI	I): 14. Pil Registry Exemptions (Check YES if Pil is exempted): ☐ Yes ☐ No				
☐ Yes ☐ No 15. Name of Agency ☐ Program Contact or ☐ Rec	cords Officer: Thomas Genthner, Director				
	0				
202 003 3010	twg327@kenoshajs.org				
 Records Series Contains Content that is Confidential or if yes, enter Statute/Code/ or explain other Legal Authority in f 	Box 12, Record Spries Description.				
17. APPROVAL SIGNATURES	Jal. Cot & Hollers				
T 4 1-13	-2020 Tille 1/15/2020				
Agency Official Date (mm/dd/	The state of the s				
PUBLIC RECORDS BOARD APPROVAL – Authorization is cor Records Law), and that no records are destroyed if litigation or a	ntingent on restrictions to receif destruction contained in Wis. Stat. § 19.35(5), (Open udit involving these records has commenced ones anticlpated.				
almy 1 (1/4 1 las 6130)	120 C/07 1200000 Le/29 /20				
State Archivist Date (mm/c	dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)				

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Records Retention / Disposition Authorization

Read instructions provided on pages 2-3 before completing.		1. RDA #	2. Record Series Title Invitations to Bid/Requests for Proposals							
In accordance with Wis. S	Stat. & 16.61, this fo	orm must be	3. RDA Status			New		mended		Renewal
completed and approved	by the Agency and	I the Public	4. Agency #:			5, Unit #				
Records Board (PRB) with records series and prior to	nin one year of cre o disposition of any	ation of the public record.	6. Agency Na	ame		0. 01111				
			Kenosha Joi		rices					
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 		Renosita son	iii bei v	1003						
Division Name			Subdivision I	Name						
Administration			General							
7. Record Series Year										
of Creation 1982	⊠ Electronic/Dig	gital Microfo								
9. Retention Time Period	- 1		10. Event that				n Time Pe	rlod (Che	ck Or	ne)
Yrs Mo Wk	s Days	Permanent*		scal] (FIS)	Other (Spec	* *	I a ula			
7			_ , ,			pletion of W		10-1		1.41.
*If selecting Permanent, ci										
11. Disposition (Check C	, —	troy 🔲 Dest	roy Confidential		Transfer - St	ate Archives (\	WHS)	☐ Trans	ler - U	JW Archives
12. Records Series Descr	iption									
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 <i>Invitations to Bid/Requests for Proposal</i> .									
Wis. Stat. § 59.52(4)(a)(10) sets the r	etention time	period for this	recor	d series.					
		1	ms I	44 B	III Da eleter C	rammalama (C	hook VES	if Dilling	Vama	stach:
13. Records Contain Pers	sonally identifiable	e Information (P	11):		ii Registry E≀] Yes	emptions (Ca ☐ No	neck 1ES	II PII IS e.	хөшр	itea).
	☑ Program Conta	ctor □ Re	cords Officer:		as Genthner					
Telephone: 262-60:		Email	twg327@ke			, 211 40101				
16. Records Series Conta						☐ Yes 🏻	No			
if yes, enter Statute/Code										
17. APPROVAL SIGNATU	RES		1/2	ar (No K	141/5				
Time Harris	_	1-13	-2020	-	12:	1/15	1/202	•		
Agency Official		Date (mm/do		Agency f	Records Office	er		Date (m	m/dd/	(ccyy)
PUBLIC RECORDS BOARI	APPROVAL A						ed In Wie			
Records Law), and that no r	ecords are destroy	red if litigation or a	audit involving the	ese reco	ords has comm	ience for is a	nticipated.	C.M. 8 10.	JU(U)	: A 17:
alum 1 M.	1.0	(0/30/	30	C	07	12	anno	0	10	129/20
State Archivist	MAN	Date (mm	/dd/ccvv) F	xecutive	Secretary – F	PRB		Date (m	ım/dd	/ccyy)
Otate Archiviat	0	- Land Printe	111				1,,	. 2.	A	

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

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PUBLIC RECORDS BOARD PRB-001 (R09/2016) PAGE 1 OF 3 Records Ref	tention / Disp	osition Auth	orization			
Read instructions provided on pages 2-3 before completing.	1. RDA # 2. Record Series Title 27 Material Safety Data Sheets (MSDS)					
In accordance with Wis. Stat. § 16.61, this form must be		3. RDA Status (Check One): New Amended Renewal				
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #:	4. Agency #: 5. Unit #:				
records series and prior to disposition of any public record.	6. Agency Name					
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	Kenosha Joint S					
Division Name	Subdivision Nam	0				
Administrtation	General					
7. Record Series Year 8. Medium for Records Storage (Check all appropriate) of Creation 1982 ⊠ Electronic/Digital □ Microform ⊠ Paper □ Other (Specify)						
9. Retention Time Period - Specify Actual Period		ates the Start of the		'eriod (Check One)		
Yrs Mo Wks Days Permanent*	Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☑ Date Substance Received					
30						
*if selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description. 11. Disposition (Check One): Destroy Confidential Transfer - State Archives (WHS) Transfer - UW Archives 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	g toxic substance	e information.				
Wisconsin Stat. § 101.583(1)(a) sets the retention to	me period for thi	s record series.				

13. Records Contain Personally Identifiable in ☐ Yes ☑ No	formation (PII):	14. PII Registry Exemption Yes No	s (Check YES if PII is exempted):
15. Name of Agency Program Contact o	r Records Officer	: Thomas Genthner, Directo	DI'
Telephone: 262-605-5010	Emall twg327@	Okenoshajs.org	
16. Records Series Contains Content that is C	onfidential or Access is F	Protected: Yes	⊠ No
If yes, enter Statute/Code/ or explain other Lega	al Authority in Box 12, Reco	d Series Description.	HY/roca
17. APPROVAL SIGNATURES	19	all voca	
Tom therether	1-13-2020	748	1/15/2020
Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
PUBLIC RECORDS BOARD APPROVAL - Author Records Law), and that no records are destroyed in the control of the co	f litigation or audit involving	these records has commenced	s anticipated.
State A/chivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy) *

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Records Retention / Disposition Authorization

Read instructions provide completing.	led on pages 2-3 before	1. RDA #	Record Series Title Motor Vehicle Maint	ananca Racords	
	tat. § 16.61, this form must be	3. RDA Status (C		Amended	Renewal
completed and approved to	by the Agency and the Public	4. Agency #:		init #:	
records series and prior to	disposition of any public record.	6. Agency Name			
	Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.		ervices		
Division Name		Subdivision Nan	е		
Fleet Maintenance					
7. Record Series Year	8. Medium for Records Storag				
of Creation 1982	☑ Electronic/Digital ☐ Microf	orm 🖾 Paper 🗌	Other (Specify)		
9. Retention Time Period Yrs Mo Wks	S Days Permanent*	10. Event that Init Creation Fiscal	other (Specify) Other (Specify) Disposal of	·	ck One)
*If selecting Permanent, cit	e supporting statute, code, othe	। r legal authority, or	•		Description,
11. Disposition (Check O	ne): 🛛 Destroy 🔲 Dest	roy Confidential	Transfer - State Archi		fer - UW Archives
12. Records Series Descri					
	e to re-organization of our r	etention program	following the sunset	of our previous sche	edule which
This record series inclu Services.	des records that document	the service and r	epair of motor vehicle	s owned by Kenosh	a Joint
Maintenance Histories	od exceeds the Wisconsin C and matches the Wisconsin uipment Maintenance Record	Municipalities Re			
The second secon	onally Identifiable information (P	PII): 14	PII Registry Exemption ☐ Yes ☐ No	s (Check YES If PII is e	xempted):
] Program Contact or ☐ Re	cords Officer: Ti	omas Genthner, Directo)I.	
Telephone: 262-605					
	ins Content that is Confidential c		The second secon	⊠ No	
If yes, enter Statute/Code/	or explain other Legal Authority in	Box 12, Record Serie	es Description		
17. APPROVAL SIGNATUR	RES	En!	6 Cr a	1/14/2020	
Tom Sever	1-13-	2020	714	1/15/2020	
Agency Official	Date (mm/do		cy Records Officer	Date (m	m/dd/ccyy)
PUBLIC RECORDS BOARD	APPROVAL - Authorization is co	intingent on restriction	ns to record destruction correctors has commenced of	ntained in Wis. Stat. § 19.	35(5), (Open
alexan o M	160 (0/30/a	Δ .	1000	Samona	10/20/20
State Archivist	Date (mm.	/dd/ccvv) Execu	itive Secretary – PRB		m/dd/ccyy)
A CONTRACT OF THE PARTY OF THE	5 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6		A THE STATE OF THE	22,0 (11	construction of the same

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

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Records Retention / Disposition Authorization

2. Record Series Title

1. RDA #

 Read Instructions provided on pages 2-3 before completing. 	1. RDA # 29	2. Record Series Memorandum o		(MOLI)	
In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Ch			Amended	Renewal
completed and approved by the Agency and the Public	4. Agency #:		5. Unit #:		
Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.	6. Agency Name		o. ome w.		
Agency Records Officer: Forward original to the PRB.	Kenosha Joint S	ervices			
Maintain an agency copy during the PRB review process.					
Division Name	Subdivision Nam	0			
Administration 7. Record Series Year 8. Medium for Records Storage	General	riato)			,J
	rm 🛛 Paper 🗌	Other (Specify)			
9. Retention Time Period - Specify Actual Period		ates the Start of the		Period (Che	ck One)
Yrs Mo Wks Days Permanent*	Creation Fiscal	Other (Specify) Differ (Specify)	Date of MOU		
7				ord Series F	Description.
	oy Confidential	☐ Transfer - State			fer - UW Archives
Transfer - Other Location (Specify):	oy commonmen		, , , , , , , , , , , , , , , , , , , ,		
12. Records Series Description					
This is a new record due to re-organization of our re had been set by ordinance only.	tention program	following the su	nset of our pre	vious sche	dule which
This record series includes formal agreements between Kenosha Joint Services and other governmental units.					
The retention time period matches the Wisconsin Mu Understanding (MOU) & Service Level Agreements		General Sched	ule series titled	l Memoran	dums of
13. Records Contain Personally Identifiable Information (PI	1): 14	Pil Registry Exen	ntions (Check V	ES If PII is a	vemnted):
Yes No	17.] No		
15. Name of Agency ☐ Program Contact or ☐ Rec	ords Officer: Th	omas Genthner, D	irector		
Telephone: 262-605-5010 Emall	twg327@kenos	shajs.org			
 Records Series Contains Content that is Confidential or if yes, enter Statute/Code/ or explain other Legal Authority in E 			Yes 🛭 No		
17. APPROVAL SIGNATURES	11	to Carle	II 1/14/2	0 7.3	
-t- 41 -1 112 3	120 11-	7-12-		12020	,
Agency Official Date (mm/dd/		cy Records Officer	7		m/dd/ccyy)
PUBLIC RECORDS BOARD APPROVAL – Authorization is con	made full account of the second		on cafftained in Mi		
Records Law), and that no records are destroyed if litigation or a	udit involving these r	ecords has commen	ambable policipate	nd w	oo(o), (opon
alyul Mulsh (6/30)	20_ C	1001	1 Inch	Mederal and	e/29/20
State Archivist Date (mm/c	dd/ccyy) Execu	tive Secretary - PRI			m/dd/ccyy)
Approval subject to 10-year supset	ner Mie Stat & 16 i	S1(4)(c) Action requi	ired before.	100 00	30

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Records Retention / Disposition Authorization

TAGETOID	
 Read Instructions provided on pages 2-3 before completing. 	1. RDA # 2. Record Series Title 30 Open Records Requests
 In accordance with Wis. Stat. § 16.61, this form must be 	3. RDA Status (Check One): ⊠ New ☐ Amended ☐ Renewal
completed and approved by the Agency and the Public	4. Agency #: 5. Unit #:
Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.	6. Agency Name
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	Kenosha Joint Services
Division Name	Subdivision Name
Records	
7. Record Series Year 8. Medium for Records Storage	, , , ,
of Creation 1982	rm 🔀 Paper 🗌 Other (Specify)
	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☒ Response provided
	legal authority, or sufficient justification in Box 12, Record Series Description.
11. Disposition (Check One): ☐ Desiroy ☐ Desiro	oy Confidential Transfer - State Archives (WHS) Transfer - UW Archives
12. Records Series Description	
	tention program following the sunset of our previous schedule which
had been set by ordinance only.	territori program following the surfact of our provious sorteaute which
,.	
This record series includes records relating to reque	sts for open records.
This retention time period matches the Wisconsin M	unicipal Records General Schedule series titled Open Records
Requests and Responses.	unicipal Necords General Schedule series filled Open Necords
rioquosio ana riooponoso.	
13. Records Contain Personally Identifiable Information (PII	
☐ Yes ☐ No 15 Name of Agency ☐ Program Contact or ☐ Rec	Yes No Nords Officer: Thomas Genthner, Director
	or was local of
202 003 3010	twg327@kenoshajs.org
 Records Series Contains Content that is Confidential or if yes, enter Statute/Code/ or explain other Legal Authority in B 	
Charles (1980-1991) — (1980-1992) Appendix (1990-1990)	1 Co Cycle W (/14/2020
17. APPROVAL SIGNATURES	(11 · 1 - 16
	1
Agency Official Date (mm/dd/c	ccyy) Agency Records Officer Date (mm/dd/ccyy)
PUBLIC RECORDS BOARD APPROVAL – Authorization is confecerds Law), and that no records are destroyed if litigation or at	tingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open udit involving these records has commenced in a anticipated.
wy / / / (1)30/20	4 47/40
National American Ame	Id/ccvv) Executive Secretary - PRR Date (mm/dd/ccvv)

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

completing.

Read Instructions provided on pages 2-3 before

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Records Retention / Disposition Authorization

1. RDA#

31

2. Record Series Title

Parts Inventory and Related Documents

Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. 4. Agency #: 6. Agency Name	 In accordance with Wis. Stat. § 16.61, this form must be 	3. RDA Status (Check One): New Amended Renewal				
Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 5. Unit #:				
Maintain an agency copy during the PRB review process. Division Name Fleet Maintenance 7. Record Series Year of Creation 1982 Section of Digital Microform Paper Other (Specify) 9. Retention Time Period - Specify Actual Period Greation Fiscal and Cher (Specify) 14. Mo		6. Agency Name				
Fleet Maintenance T. Record Series Year S. Medium for Records Storage (Check all appropriate) Greation 1982 Selectronic/Digital Microform Memory Paper Other (Specify)		Kenosha Joint Services				
Record Series Year Steed	Division Name	Subdivision Name				
9. Retention Time Period - Specify Actual Period Tyrs Mo Wiks Days Permanent 10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Citer (Specify) 11. Separating Permanent Creation Fiscal Citer (Specify) Creation Fiscal Citer (Specify) 11. Disposition (Check One) Destroy	Fleet Maintenance					
9. Retention Time Period - Specify Actual Period 10. Event that Initiates the Start of the Retention Time Period (Check One) 11. 12. 12. 13. 14. 14. 15.	_	e (Check all appropriate)				
Yes	of Creation 1982 🛛 🖾 Electronic/Digital 🔲 Microfor	m 🛮 Paper 🗌 Other (Specify)				
GR GR GR GR GR GR GR GR	9. Retention Time Period - Specify Actual Period	10. Event that Initiates the Start of the Retention Time Period (Check One)				
11. Disposition (Check One):						
11. Disposition (Check One): □ Destroy □ Destroy Confidential □ Transfer - State Archives (WHS) □ Transfer - UW Archives □ Transfer □ Transfer □ Transfer □ Transfer □ Transfer □ Transfer □	4	☐ (CR) ☑ (FIS) ☐				
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 <i>Inventories — Capital Equipment, Supplies, Commodities and Parts.</i> 13. Records Contain Personally Identifiable Information (PII):	*If selecting Permanent, cite supporting statute, code, other	legal authority, or sufficient justification in Box 12, Record 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): Yes	, , , – , –	by Confidential Transfer - State Archives (WHS) Transfer - UW Archives				
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 <i>Inventories − Capital Equipment, Supplies, Commodities and Parts</i> . 13. Records Contain Personally Identifiable Information (PII):	12. Records Series Description					
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): Yes	This is a new record due to re-organization of our retention program following the sunset of our previous schedule which					
13. Records Contain Personally Identifiable Information (PII): Yes No	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.					
Yes No Yes No						
15. Name of Agency Program Contact or 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: Yes 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) 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.						
Telephone: 262-605-5010 Email twg327@kenoshajs.org 16. Records Series Contains Content that is Confidential or Access is Protected: Yes 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) 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.						
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. 17. APPROVAL SIGNATURES Agency Official 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.		(
If yes, enter Statute/Code/ or explain other Legal Authority In Box 12, Record Series Description. 17. APPROVAL SIGNATURES I - 13 - 20 20 Agency Official Date (mm/dd/ccyy) 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. U 20 20 20 Lu 20 20	202 000 2010					
Agency Official Date (mm/dd/ccyy) 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 on a anticipated.						
Agency Official Date (mm/dd/ccyy) 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 on a anticipated. Company						
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 on an anticipated. (0.130)(20) (0.130)(20)	A- ()	1/5/2 -2				
Records Law), and that no records are destroyed if litigation or audit involving these records has commenced its anticipated. Organia 10 10 10 10 10 10 10 1						
State Archivist Date (mm/dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)	PUBLIC RECORDS BOARD APPROVAL – Authorization is con- Records Law), and that no records are destroyed if litigation or au	tingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open util involving these records has commenced or is anticipated.				
have interested deliberation of the second s	State Archivist Date (mm/d	Id/ccyy) Executive Secretary – PRB Date (mm/dd/ccyv)				
Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before:						

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STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION PUBLIC RECORDS BOARD PRB-001 (R09/2016) PAGE 1 OF 3

Records Retention / Disposition Authorization

FAGE 1 OF 3					
Read Instructions provided on pages 2-3 before completing.	1. RDA # 32	2. Record Se Payroll and	ries Title Supporting Do	ocuments	
 In accordance with Wis. Stat. § 16.61, this form must be 	3. RDA Status (Ch		⊠ New	☐ Amended	Renewal
completed and approved by the Agency and the Public	4. Agency #:		5. Unit #:		
Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.	6. Agency Name				
Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	Kenosha Joint S	ervices			
Division Name	Subdivision Nam	0			
Administration	Personnel				
7. Record Series Year 8. Medium for Records Storage of Creation 1982		oriate) Other (Specify)			
9. Retention Time Period - Specify Actual Period	10. Event that initia	and the same of th		Time Perlod (Che	ck One)
Yrs Mo Wks Days Permanent* Creation Fiscal Other (Specify) 7 □ (CR) ☑ (FIS) □					·
*If selecting Permanent, cite supporting statute, code, other	legal authority, or s	sufficient Justif	ication in Box 1	12, Record Series	Description.
	oy Confidential		State Archives (V		fer - UW Archives
12. Records Series Description					
This is a new record due to re-organization of our re	tention program	following the	e sunset of ou	ur previous sche	dule which
had been set by ordinance only.	, ,			·	
This records series documents gross pay, net pay, a	and deductions f	or Kenosha .	Joint Services	s employees. T	his series
includes records such as payroll reports, overtime re	eports and charts	s, and other:	supporting ac	ocuments.	
This retention time period matches the Wisconsin C Wisconsin Municipalities Records General Schedule	ounty Records 6 titled <i>Payrolls a</i>	General Sche and Payroll R	edule series ti <i>Pegister.</i>	itled <i>Payroll Red</i>	cords and the
13. Records Contain Personally Identifiable Information (PI ☑ Yes ☐ No	1): 14.	PII Registry	Exemptions (CI	heck YES if PII is e	xempted):
	ords Officer: Th	omas Genthne	er, Director		
Telephone: 262-605-5010 Email	twg327@kenos	shajs.org			
16. Records Series Contains Content that is Confidential o	r Access is Protect	ed:	☐ Yes 🛛	No	
If yes, enter Statute/Code/ or explain other Legal Authority in E			~		
17. APPROVAL SIGNATURES	git.	Cole.	य पापी		
Tom Service 1013-20	20	746	1/15	12020	
Agency Official Date (mm/dd	, cerces	cy Records Offi			m/dd/ccyy)
PUBLIC RECORDS BOARD APPROVAL - Authorization is cor Records Law), and that no records are destroyed if litigation or a	ntingent on restriction	ns to record des records has con	truction containe	ed in Wis. Stat. § 19 httclpaled.	35(5), (Open
Oliver 1 My 11/2 10/2	olan c	1000	75.	Radana	6/29/3A
State Archivist Date (mm/	dd/ccyy) Execu	itive Secretary -	- PRB	Date (n	nm/dd/ccyy)

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

Records Retention / Disposition Authorization

PAGE TOF 3						
Read instructions provided on pages 2-3 before completing.	1. RDA # 2. Record Series Title 33 Personnel File					
• 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	4. Agency #: 5. Unit #:					
records series and prior to disposition of any public reco	6. Agency Name					
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process 	Kenosha Joint Services					
Division Name	Subdivision Name					
Administration	Personnel					
7. Record Series Year of Creation 1982 8. Medium for Records Storage (Check all appropriate) Electronic/Digital Microform Paper Other (Specify)						
9. Retention Time Period - Specify Actual Period	10. Event that initiates the Start of the Retention Time Period (Check One)					
Yrs Mo Wks Days Permane						
7	☐ (CR) ☐ (FIS) ☐ Separaton 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): Destroy Destroy Confidential Transfer - State Archives (WHS) Transfer - UW Archives						
Transfer - Other Location (Specify): 12. Records Series Description						
·	our retention program following the sunset of our previous schedule which					
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 Wiscon Wisconsin Municipal Records General Schedu	sin County Records General Schedule series titled <i>Personnel (File)</i> and the le series titled <i>Personnel Files</i> .					
This record series may contain material protect	ted 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 Informati ☑ Yes ☐ No	on (Pil): 14. Pil Registry Exemptions (Check YES if Pll is exempted): ☐ Yes ☐ No					
15. Name of Agency Program Contact or	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						
17. APPROVAL SIGNATURES						
	2/20/20					
	58-2000					
	100 100					
	is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open or audit involving these records has commenced only anticipated.					
11. 1 (N. 10) (120)20 21 - 11/201						
State Archivist Date	(mm/dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)					
	X =					
Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: <u>June</u> 2030						

Records Retention / Disposition Authorization

.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,											
 Read instructions provi completing. 	ded on pages 2-3 I	pefore	1. RDA # 34		Series Title Recruitment ar	nd Selection					
In accordance with Wis. S	stat. § 16.61, this fo	rm must be	3. RDA Status (C	heck One):	⊠ New	☐ Amended	Renewal				
completed and approved Records Board (PRB) wit	hin one year of crea	ition of the	4. Agency #:		5. Unit #	# :					
records series and prior to	disposition of any	public record.	6. Agency Name								
 Agency Records Officer: Maintain an agency copy 			Kenosha Joint Services								
Division Name			Subdivision Name								
Administration			Personnel								
7. Record Series Year			ge (Check all appro		6.4						
of Creation 1982											
9. Retention Time Perio	1			ates the Star Other (\$		n Time Period (Che	ock One)				
Yrs Mo Wk	s Days	Permanent*	Creation Fiscal ☐ (CR) ☐ (FI		Specify) Date of Personn	el Action					
1	1 1	-					Docarintian				
	*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description. 11. Disposition (Check One):										
11. Disposition (Check to Transfer - Other L.	•	roy 🗵 Desi	roy Confidential	I ranster	- State Archives	(vvns) 🗆 Itans	sfer - UW Archives				
12. Records Series Descr	iption										
This is a new record do had been set by ordinate		ation of our r	etention program	following t	he sunset of c	our previous sche	edule which				
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 per and Selection).	iod matches the	: Wisconsin (County Records (General Scl	hedule series	titled Personnel	(Recruitment				
This record series may	contain materia	al protected t	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 Pers ☑ Yes ☐ No	sonally Identifiable	Information (F	PH): 14	. PII Registr	y Exemptions (C ⊠ No	heck YES if Pli is e	xempted):				
15. Name of Agency	☑ Program Contac	t or 🔲 Re	cords Officer: The	omas Genth	ner, Director						
Telephone: 262-60	5-5010	Emai	twg327@keno	shajs.org							
16. Records Series Conta			or Access is Protect	ed:] No					
17. APPROVAL SIGNATU	No. 11.00	-	Ch	A. Car	ti go	2/26/2020					
_]_		47 00 -		7-15	r-	2/20/20					
10m aleur	44.0	03-02-2		ncy Records O	Officer		um/dd/cava4				
Agency Official		Date (mm/de	The state of the same	at 22.200			ım/dd/ccyy)				
PUBLIC RECORDS BOAR Records Law), and that no r	D APPROVAL – Au ecords fre destroye	thorization is co	ntingent on restriction audit involving these	ns to record de records has co	ommenged onls a	inticipated.	.35(5), (Open				
alysal The	ulles	(0130	30	100	Mary Walter	-department	1129/26				
State Archivist		Date (mm	/dd/ccyy) Exec	itive Secretary	y – PRB	Date (m	ım/dd/ccyy)				

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

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Records Retention / Disposition Authorization

 Read instructions provided on pages 2-3 before completing. 			1. RDA # 2. Record Series Title 35 Policy & Procedures							
 In accordance with Wis. S 	tat. § 16.61, this f	orm must be	3. RDA Status		New	☐ Amended	Renewal			
completed and approved Records Board (PRB) with	by the Agency and nin one year of cre	the Public ation of the	4. Agency #:		5, Unit #:					
records series and prior to	disposition of any	public record.	6. Agency Nam	0						
 Agency Records Officer: Maintain an agency copy 			Kenosha Join	t Services						
Division Name			Subdivision N	ame						
Administration			General							
7. Record Series Year of Creation 1982	8. Medium for Electronic/Dig	_	ge (Check all app form 🔀 Paper	roprlate) Other (Specify)						
9. Retention Time Period Yrs Mo Wk 7 "If selecting Permanent, cli	s Days	Permanent*	Creation Fisc ☐ (CR) ☐ (FIS) 🖾 Super	ify) rseded or Ol	osolete				
			troy Confidential	☐ Transfer - Sta			sfer - UW Archives			
11. Disposition (Check C	• —	alloy 🖂 Des	troy Cornidential	☐ Hallstel - Ota	ite Alcilives (v	74110) [Trains	SICI - OVV AICHIVOS			
12. Records Series Descr										
This is a new record du had been set by ordina		zation of our r	etention progra	m following the s	sunset of ou	ur previous sche	edule which			
This record series incluentity wide or specific t					t includes p	policy and proce	edures that are			
the Wisconsin Municipa	al Records Ge	neral Schedu	le series titled <i>l</i> .	nternal Policies a	nd Proced	ures.				
13. Records Contain Pers ☐ Yes ☒ No	onally Identifiab	e Information (F	PII):	14. PII Registry Ex	emptions (Cl	heck YES if Pil is e	exempted):			
	Program Conta	ct or Re	ecords Officer:	Thomas Genthner,	Director					
Telephone: 262-60:	5-5010	Emai	twg327@kei	noshajs.org						
16. Records Series Conta	ins Content that	is Confidential	or Access is Prote	cted:	Yes 🛛	No				
If yes, enter Statute/Code						//-				
17. APPROVAL ŞIGNATU			U	the ente	1 (114	12020				
Tom there &	-			7-15	- 11	15/2020				
Agency Official		Dale (mm/d	d/ccyy) Ag	ency Records Office			nm/dd/ccyy)			
PUBLIC RECORDS BOARD Records Law), and that no	APPROVAL – A	uthorization is co	ontingent on restrict	ions to record destru e records has comm	ction containe enced 3 ar	d in Wis. Stat. § 19 hticlpated				
State Archivist	1	Date (mm	/dd/ccyy) Ex	ecutive Secretary – P	RB	Date (n	nm/dd/ccyy)			
	Approval subjec	to 10-year suns	et per Wis. Stat. §	16.61(4)(c). Action re-	quired before:	June 20	30			

Read Instructions provided on pages 2-3 before

http://publicrecordsboard.wi.gov

Records Retention / Disposition Authorization

2. Record Series Title

1. RDA #

completing.	36 Supply Orders and Supporting Documents									
• In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Check One): ⊠ New ☐ Amended ☐ Renewal									
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 5. Unit #:									
records series and prior to disposition of any public record.	6. Agency Name									
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	Kenosha Joint Services									
Division Name	Subdivision Name									
Administration	General									
7. Record Series Year of Creation 1982 S. Medium for Records Storage	e (Check all appropriate) rm ⊠ Paper									
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent*	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify)									
0 0 0 0	☐ (CR) ☐ (FIS) ☒ 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): ☐ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):										
12. Records Series Description										
This is a new record due to re-organization of our re had been set by ordinance only.	stention program following the sunset of our previous schedule which									
This record series includes supply orders and departmental requests for supply items from inventory,										
period appears as zero days following the start of th Records General Schedule series titled Supply Orde	e time period. This retention time period matches the Wisconsin County ers.									
13. Records Contain Personally Identifiable Information (Pl ☐ Yes ☐ No	i): 14. Pil Registry Exemptions (Check YES if Pil is exempted): ☐ Yes ☐ No									
15. Name of Agency ⊠ Program Contact or ☐ Rec	cords Officer: Thomas Genthner, Director									
Telephone: 262-605-5010 Email	twg327@kenoshajs.org									
16. Records Series Contains Content that is Confidential or										
If yes, enter Statute/Code/ or explain other Legal Authority in E										
17. APPROVAL SIGNATURES	gra Col I Vivirolo									
Tom Levelia 1-13-	2620 746; 1/15/2020									
Agency Official Date (mm/dd/	(ccyy) Agency Records Officer Date (mm/dd/ccyy)									
PUBLIC RECORDS BOARD APPROVAL – Authorization is con Records Law), and that no records are destroyed if litigation or at	itingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open udit involving these records has commenced in a anticipated.									
alynul My 10/30/2	0 00 13 13 10 20									
State Archivist Date (mm/c										
Approval subject to 10-year subset	per Wis. Stat. § 16.61(4)(c). Action required before: JUNE 2030									

http://publicrecordsboard.wi.gov

Records Retention / Disposition Authorization

 Read instructions provided on pages 2-3 before completing. 	1. RDA # 2. Record Series Title Union Contracts, Greivence, Meidation & Arbitration								
 In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public 	Records 3. RDA Status (Check One): New Amended Renewal								
Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.	4. Agency #: 5. Unit #:								
Agency Records Officer: Forward original to the PRB.	6. Agency Name								
Maintain an agency copy during the PRB review process.	Kenosha Joint Services								
Division Name	Subdivision Name General								
Administration 7. Record Series Year 8. Medium for Records Storage									
of Creation 1982 Electronic/Digital Microfe									
9. Retention Time Period - Specify Actual Period	10. Event that Initiates the Start of the Retention Time Period (Check One)								
Yrs Mo Wks Days Permanent*	Creation Fiscal Other (Specify) (CR) (FIS)								
*If selecting Permanent, cite supporting statute, code, other	r legal authority, or sufficient justification in Box 12, Record Series Description.								
11. Disposition (Check One): Destroy Destroy Transfer - Other Location (Specify):	roy Confidential Transfer - State Archives (WHS) Transfer - UW Archives								
12. Records Series Description									
This is a new record due to re-organization of our rehad been set by ordinance only.	etention program following the sunset of our previous schedule which								
That been bet by oranians only.									
This record series includes all Labor Agreements b	etween Labor Union and Kenosha Joint Services.								
These records are maintained in both paper and ele	ectronic form which is backed up at a data recovery site.								
The retention time period matches the Wisconsin C Grievance, Mediation & Arbitration Records.	County Records General Schedule record series titled Union Contracts &								
13. Records Contain Personally Identifiable Information (P ☐ Yes ☑ No	II): 14. PII Registry Exemptions (Check YES If PII is exempted):								
	cords Officer: Thomas Genthner, Director								
Telephone: 262-605-5010 Email									
16. Records Series Contains Content that is Confidential of									
If yes, enter Statute/Code/ or explain other Legal Authority in	And the Control of Con								
17. APPROVAL SIGNATURES	file CA Williams								
Tom Luclisa 1-13-2	 ; ; ; 								
Agency Official Date (mm/dd									
PUBLIC RECORDS BOARD APPROVAL – Authorization is co Records Law), and that no records are destroyed if litigation or a	ntingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open audit involving these records has commenced of anticipated.								
Wyul // (0130/201	0 COT Docume 4/29/20								
State Archivist Date (mm.	/dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)								

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: 4030

completing.

Read instructions provided on pages 2-3 before

http://publicrecordsboard.wi.gov

Records Retention / Disposition Authorization

2. Record Series Title

Visitor Logs

1. RDA #

٠	In accordance with Wis. S			3. RDA Statu	s (Check One):	⊠ New		Amended	Renewal		
	completed and approved Records Board (PRB) with			4. Agency #:		5. Ur	nit #:				
	records series and prior to			6. Agency Na	me						
٠	Agency Records Officer: Maintain an agency copy			Kenosha Jo	nt Services						
D	ivision Name	during the FRB re	view process.	Subdivision Name							
Α	dministration			General							
7.	Record Series Year	8. Medlum for	r Records Storag	ge (Check all ap	propriate)						
	of Creation 1982	☑ Electronic/Dig	gital 🔲 Microfo	orm 🛭 Paper	Other (Specif	y)					
9.	1 1	I - Specify Actual	The state of the s		Initiates the Start		ıtlon Time	Period (Che	ck One)		
	Yrs Mo Wk	s Days	Permanent*		ocal Other (S	. ,,					
3				_ , ,		Date of visit of					
_	selecting Permanent, cl										
1'	 Disposition (Check C Transfer - Other Lo 		stroy 🗵 Desti	roy Confidential	☐ Transfer	- State Archive	es (WHS)	☐ Trans	fer - UW Archives		
12	2. Records Series Descr	iption									
Т	his is a new record du	ue to re-organi:	zation of our re	etention proa	am following th	ne sunset o	of our prev	vious sche	dule which		
	ad been set by ordina				3		, , ,				
	This record series includes logs of authenticated, escorted visitors into secure areas as required by FBI Criminal Justice										
Ir	formation Systems (0	CJIS) Security	Policy or other	r applicaple s	tandards.						
	his retention time per			anagement ar	id Related Rec	ords Gene	ral Record	ds Schedu	ile titled		
В	uilding and Facility A	imiliance Reco	oras.								
4.5	. Records Contain Pers	onally Identifiahi	e Information (P	ID:	14. PII Registry	/ Exemptions		FS if PII is e	xempted):		
-	✓ Yes □ No	onany raominasi	o illiormation (i	,.	☐ Yes	⊠ No	(0.700 K 12				
18	i. Name of Agency	☑ Program Conta	ct or 🔲 Re	cords Officer:	Thomas Genthi	ner, Director	ı.				
	Telephone: 262-603	5-5010	Email	twg327@k	enoshajs.org						
10	3. Records Series Conta	Ins Content that	ls Confidential o	r Access is Pro	tected:	☐ Yes	⊠ No				
	If yes, enter Statute/Code	/ or explain other L	egal Authority in	Box 12, Record	deries/Description.	,	111				
17	. APPROVAL SIGNATA	RES		9,	the	ZE (7	14/210				
	Tom Seulle		1-13-	2020	77-15	· 1	115/20	20			
A	gency Official		Date (mm/dd		gency Records Of	fficer		Date (m	m/dd/ccyy)		
PI	JBLIC RECORDS BOARD	APPROVAL - A	uthorization is cor	ntingent on restri	ctions to record de	struction cont	ained in Wi	s. Stat. § 19.	35(5), (Open		
R	ecords Law), and that no re	ecolds are destroy	ed If litigation or a	udit involving the	ese records has co	mmenced of	s anticipate	id.	. i . r		
_(lenux M	Mus	- (0130)c	30 -	0/000	12	lyano	Marganine	4/29/20		
S	ate Archivist	Y	Date (mm/	dd/ccyy) E	xecutive Secretary	-PRB		Date (m	m/dd/ccyy)		
		Approval subject	to 10-year sunse	t per Wls Stat 6	16.61(4)(c), Action	n required bef	fore: Ju	ne 20:	30		

http://publicrecordsboard.wi.gov

Records Retention / Disposition Authorization

17102 1 01 0					1271						
 Read Instruction completing. 	ons provided on	pages 2-3 b	efore	1. RDA #	2. Record Series Workers Comp	s Title ensation Claims					
	vith Wis. Stat. § 1			3. RDA Status	(Check One):	New 🔲	Amended	Renewal			
completed and	approved by the / (PRB) within one	Agency and II	he Public	4. Agency #:	4. Agency #: 5. Unit #:						
	ind prior to dispos			6. Agency Nam	10						
	s Officer: Forwar			Kenosha Joint Services							
Division Name				Subdivision Name							
Administration				Personnel							
7. Record Serie				e (Check all app							
of Creation 1		ectronic/Digita			Other (Specify)						
9. Retention The Yrs Mo	me Perlod - Spe Wks	Days	Period Permanent*	Creation Fisc	_ ` ` '			ok One)			
*If selecting Perm	anent, cite supp	orting statu	te, code, other	legal authority,	or sufficient justificat	ilon in Box 12, Rec	ord Series E	escription.			
	(Check One): - Other Location	Destro	oy 🖾 Desti	roy Confidential	☐ Transfer - State	e Archives (WHS)	☐ Transf	fer - UW Archives			
12. Records Ser	les Description										
This is a new rehad been set b			ation of our re	etention progra	m following the su	unset of our prev	vious sche	dule which			
This record ser	ies includes d	locuments	pertaining to	workers com	ensation claims.						
This retention t		atches the	Wisconsin C	County Record	s General Schedul	le records series	s titled Wo	rker's			
Wisconsin Stat	. § 102.33 res	tricts publi	c access to	the information	within these reco	rds.					
13. Records Con	ntain Personally	Identifiable i	Information (P	II):	14. PII Registry Exer	mptions (<i>Check YE</i> ⊠ No	S if PII is ex	rempted):			
15. Name of Age	ncy 🛛 Prog	ram Contact	or 🗌 Re	cords Officer:	l'homas Genthner, I	Director					
Telephone:	262-605-5010		Email	twg327@ke	noshajs.org						
16. Records Ser If yes, enter Sta				r Access is Prote Box 12, Record S		Yes No					
17. APPROVAL	SIGNATURES			1/2	l. Cet is	Virtrozo					
Tom de	William .		1-13.8	(150)	7-15	1/15/20	20				
Agency Official			Dale (mm/dd		ency Records Officer			m/dd/ccyy)			
	S BOARD APPR	ROVAL – Aut		WA AND AND	ions to record destruct	tion contained in Wis	s. Stat. & 19.3	35(5), (Open			
Records Law), and	that no record	are destroyed	If litigation or a	audit involving the	e records has comme	nced 3 anticipate	d.	10/a9/a0			
State Archivist	10000		Date (mm/	/dd/ccyy) Ex	ecutive Secretary - PR	RB	Date (m	m/dd/ccyy)			

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

KENOSHA COUNTY BOARD OF SUPERVISORS

RESOLUTION NO.

Subject: PROBATIONARY CA	DADET I	ICEN	SE: M	lilmot M	ountain	VP WM
Subject: PROBATIONARY CA			SE. W	AIIIIOL IVI	Juntain –	VIX VVIVI
Original 🛛 Corrected 🗌	2 nd	Corre	ction [Res	submitted [
Date Submitted: October 20, 2020	Da	te Res	ubmitte	ed:		
Submitted By: Judiciary & Law Enforcement Committee	е					
Fiscal Note Attached:			te Attac	hed: 🗌		
Prepared By: Robert Hallisy, Jr. Captain of Operation		ınature):			
WHEREAS, the application of Bra Wilmot Mountain 11931 Fox R made during the month of Ser Office on September 9, 2020, and WHEREAS, said applicant has paid	River Road between the control of th	Wilmot 2020,	, Wisco was tu	nsin, in the rned over t	Town of R o the Kenos	andall, was sha Sheriff's
of \$200.00, and						
WHEREAS, the Kenosha Sheriff's I	Department	has cor	nducted	an inspecti	on of the pre	mises, and
WHEREAS, the premises were for 8.02.	und to be ir	confo	rmity wi	th the Cab	aret Ordinar	ice Number
NOW, THEREFORE BE IT RESOL holder, a probationary license be months.	VED, that b granted to	ecause Bran d	this is	the initial a artz of Wi	pplication by Imot Moun t	the license
	espectfully S	ubmitte	ed,			
JUDICIARY AND	LAW ENFO	RCEMEI	NT COM	MITTEE		
		<u>Aye</u>	<u>No</u>	<u>Abstain</u>	Excused	
Supervisor Boyd Frederick, Chairperson						
Supervisor David Celebre, Vice Chairperson						
Construction Left Marylands						
Supervisor Jeff Wamboldt		_	7=2	_		
Supervisor Mark Nordigan						
Supervisor Laura Belsky		_		_		
Supervisor Sharon Pomaville						

Supervisor Jerry Gulley



Kenosha County Sheriff's Department Summary

Print Date/Time: Login ID:

Case Number:

09/22/2020 13:33 kcad\rhallisy 2020-00335058

Kenosha County Sheriff's Department

ORI Number:

WI0300000

Case

Case Number: Location:

2020-00335058 11931 FOX RIVER RD

WILMOT, WI 53192

Reporting Officer ID: 290 - Beckstrom

Incident Type:

Service Occurred From:

09/16/2020 12:22 09/16/2020 12:22

Occurred Thru: Disposition:

Disposition Date:

Reported Date:

09/16/2020 12:22 Wednesday

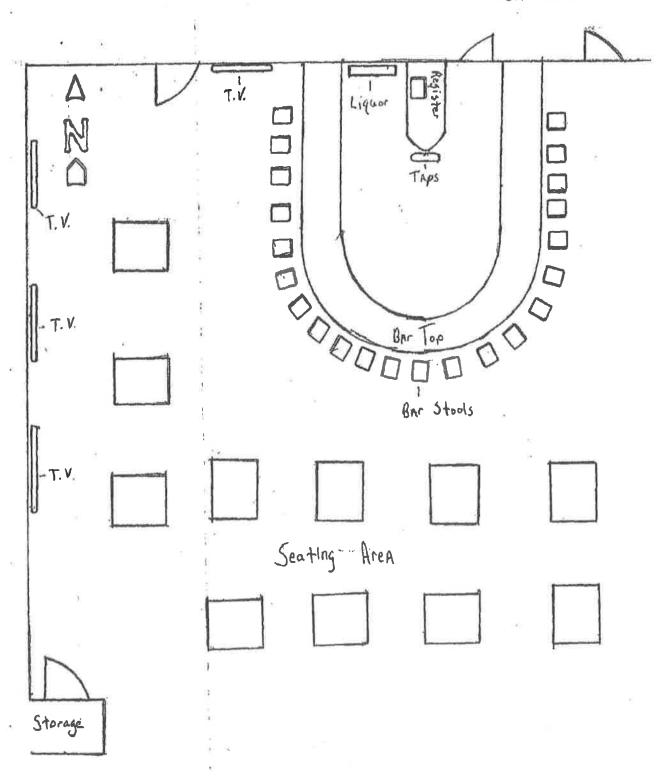
Offenses

No.	Group/ORI	Crime Code	Statute	Description	Counts

Property

Date	Code	Туре	Make	Model	Description	Tag No. Item No.

Routing:

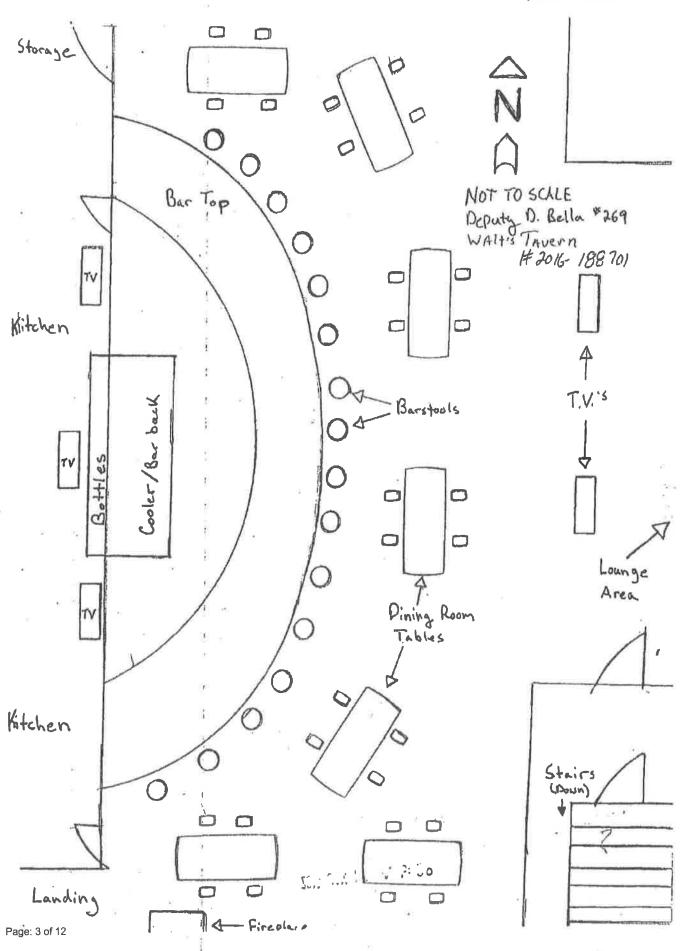


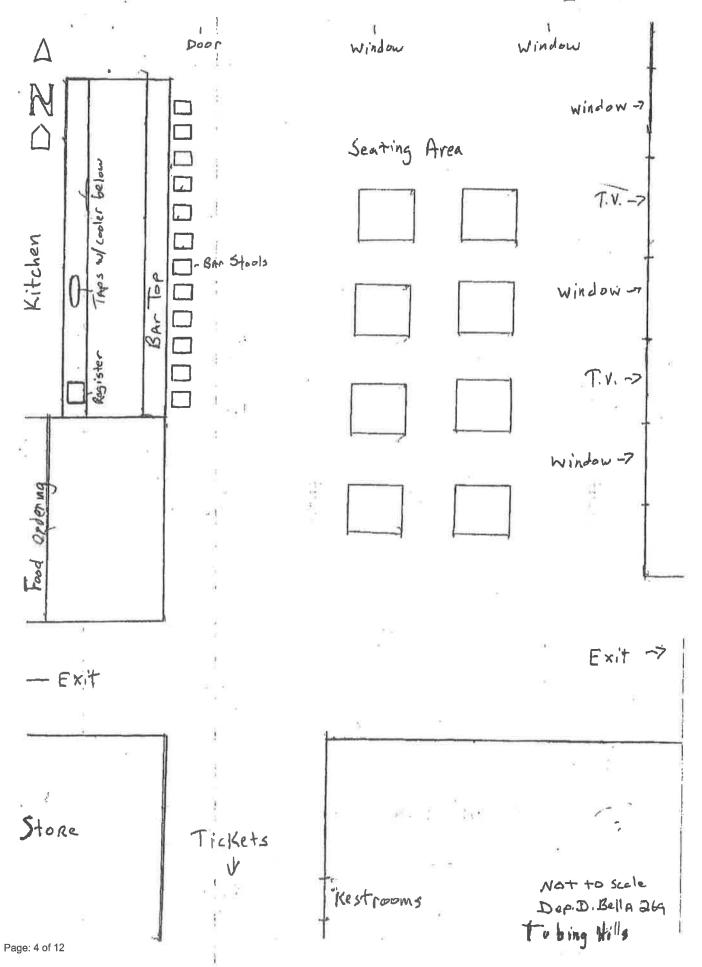
. Main Ski Lodge Hallway

Not to Scale

Dea D. Bella 269

SKi Hill Grill + 13 Ar





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 compiled 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: 1/28/20	
TO THE KENOSHA COUNTY B	OARD OF SUPERVISORS:
I, as holder of a Class B Cabaret License for:	Liquor License, hereby apply for a Probationary
Wilmot Mountain (VRWA Holes. Name of Premises	Address
PO BOX 427 Will	not, WI 53142
Mailing Address	Zip Code
Maining Addiess	<u> </u>
will be sent upon expiration of the deposit \$200.00 for said licens Cabaret License Ordinance adoptions.	in the County of Kenosha in the County of Kenosha in the probationary license and I hereby agree to be and to comply with all the provisions of the ted by the County Board and in effect March 6, as of Wisconsin pertaining thereto.
	Brandon Swartz
	PRINT LICENSE HOLDER'S NAME
	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, Inc

US BANK EAST GRAND FORKS 303 Third Street NW East Grand Forks, MN 56721 2020-335058

802910

390 Interlocken Crescent Broomfield CO 80021 (303) 404-1800

Date Aug/27/2020

\$200.00 USD

Pay

****TWO IUNDRED AND XX/100 DOLLAR****

VOID AFTER 90 DAYS
AMOUNTS OVER \$500,000 REQUIRE 2 SIGNATURES

To The Order Of

KENOSHA COUNTY 1010 56TH ST KENOSHA WI 53140

Authorized Signature

BORDER CONTAINS MICROPRINTING

#B02910# #091215927# 15211B012573#

 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 Caberet License Application

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

Establishment Wilmot Skil Hill (Wilmot Mountain)

- (1) Give the attached copy of Kenosha County Ordinance #8.02 to the business owner/manager.
- (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
- (3) List the "business name" as the complainant at the top of the face sheet.
- (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.
- (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.
- (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.
- (7) Check for proper posting of liquor and bartender's licenses. Please include expiration dates in your report.
- (8) Check for any underage person(s) during your visit.
- (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!!

KSD Case, Officer: KCAD\SBeckstr, Supervisor: KCAD\SBeranis, Merged By: KJS\Mrs366



KENOSHA SHERIFF

FIELD CASE REPORT

CASE* 2020-00335058

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OFF													
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w		White DENIFICATION TYPE		Mal	Male PRIMARY PHONE Cellular Phone PHONE #2 PH			PHONE (OHE #3				
				(970	0)331-8237								
ě				, D.						711			

09/16/2020

Beranis, Steven T

09/18/2020

REPORTING OFFICER

Beckstrom Shawn 290



Page: 10 of 12

KENOSHA SHERIFF

FIELD CASE REPORT

CASE# 2020-00335058

ADDITIONAL SUBJECTS

	JACKET/SUBJECT TYPE Adult	BAUER	T FIRST, MIDDLE SUFFIX)							
SUBJECT	DOB AGE OF AGE RANGE		eborah LN G GROVE IL 60081-							
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2	White		Male							
	DENTIFICATION TYPE		PRIMARY PHONE	-!	PHONE #2			PHONE #3		
			Cellular Phone							
	Verbal		(815)575-1761					_		
	JACKET/SUBJECT TYPE	THAME (LAS	T. FIRST, MIDDLE SUFFIX)							
	Adult									
		FOX B	ELINDA FOX							
SUBJECT	DOB AGE or AGE RANGE	SILVE	essistreet, cm, state, zip: e chestnut ST VER LAKE WI 53170-							
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3	White	Į,	Female							
	DENTIFICATION TYPE		PRIMARY PHONE Cellular Phone	=4/	PHONE #2			PHONE #3		
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	verbai		[202]200-2102							
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REPORTING OFFICER	DATE	REVEWED BY	
Beckstrom Shawn 290	09/16/2020	Beranis, Steven T	09/18/2020



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 Caberet 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	DATE	REVIEWED BY	
Beckstrom Shawn 290	09/16/2020	Beranis, Steven T	09/18/2020

KSD Case 2020-00335058 Page 3 OF 4



KENOSHA SHERIFF

FIELD CASE REPORT

CASE# 2020-00335058

NARRATIVE (continuation)

details.	Nothing further at this time.
٥	

	DATE	REVIEWED BY	
REPORTING OFFICER			00/40/0000
Beckstrom Shawn 290	09/16/2020	Beranis, Steven T	09/18/2020
	03/10/2020		

Page: 12 of 12 KSD Case 2020-00335058 Page 4 OF 4

KENOSHA COUNTY BOARD OF SUPERVISORS

RESOL	UTION	NO.	

Subject: FY2020 Law Enforcement Justice Assistance Grant (JAG) Award				
Original ⊠ Corrected □	2 nd Correction □ Resubmitted □			
Date Submitted: October 20, 2020	Date Resubmitted			
Submitted By:Judiciary & Law Enforcement Committee & Finance/Administration Committee				
Fiscal Note Attached: X	Legal Note Attached □			
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 🗵	Corrected □		2 nd Correction □ Resubmitted □		
Date Submitted: October 20, 2020		Date Resubmitted			
Submitted By:Judicia	ry & Law				
Enforcement Commit					
Finance/Administration	on Committee				

Respectfully Submitted, JUDICIARY AND LAW ENFORCEMENT COMMITTEE

		<u>Aye</u>	No	Abstain	Excused
Supervisor Boyd Frederick, Chair	-				
	•				
Supervisor David Celebre, Vice Chair	2				
Supervisor Jeff Wamboldt					
Supervisor Laura Belsky			П		
Supervisor Mark Nordigian	•	ш			ш
Supervisor Sharon Pomaville	-				
Supervisor Jerry Gulley					
FINANCE	ADMINISTRAT	TION CO	MMITTE	E	
		<u>Aye</u>	<u>No</u>	Abstain	Excused
Supervisor Terry Rose, Chair					
Supervisor Jeffrey Gentz, Vice Chair					
Supervisor Ron Frederick					
Supervisor Jeff Wamboldt	<u>.</u>				
	į				
Supervisor Ed Kubicki					
Supervisor Monica Yuhas				-	П
Supervisor John Franco					

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:
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

	1 1/10	=======================================
Executive Signature:	I to to consider	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

	No	ite: Any erro	Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.	n this page s	hould be fix	ed on the cor	responding E	udget Detail	í tab.		
	Year 1	r1	Year 2 (if needed)	r 2 ded)	Year 3 (if needed)	Year 3 'needed')	Year 4 (if needed)	r 4 ded)	Year 5 (if needed)	r 5 eded)	
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A. Personnel	\$0	80	S	\$0	80	S	S	\$0	\$	80	05
B. Fringe Benefits	\$0	80	\$0	95	So	\$0	\$0	\$0	S	\$0	\$
C. Travel	\$0	\$	80	\$0	\$0	\$0	SS	80	80	\$0	\$0
D. Equipment	\$0	\$0	\$0	\$0	\$0	S	SS	Ş	\$0\$	S	0\$
E. Supplies	\$11,950	\$0	\$0	\$0	80	8	\$0	\$0	80	0%	\$11,950
F. Construction	\$0	\$0	8	8	\$0	\$0	80	0%	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0\$	\$	0\$	0\$
H. Procurement Contracts	0\$	\$0	0\$	\$0	\$0	8	\$\$	\$0	\$0	\$0	\$0
I. Other	\$391	\$0	80	\$0	\$0	\$0	05	So	\$0	\$0	\$391
Total Direct Costs	\$12,341	\$0	\$0	80	\$0	0\$	\$0	8	S	S	\$12,341
J. Indirect Costs	\$0	\$0	\$0	80	\$0	\$0	80	\$	80	\$0	\$0
Total Project Costs	\$12,341		\$0	S	05	SS	\$0	\$	So	\$0	\$12,341
Does this budget contain conference costs which is defined	inference costs wi		broadly to include meetings, retreats, seminars, symposia, and training activities?	meetings, retrea	ats, seminars, sy	mposia, and trai	ning activities? - '	N/A-		No	

Kenosha County Sheriff's Department

AX Project #: 003534

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

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

AX Acct: 2130.530050

KSD Share of Grant Funds: \$13,024 Award #:

	Check#			FINAL	warded	s vn; we wil
	Date Paid C			Total Expenditures -FINAL	Grant Funding Awa	\$13,024.00 Unspent Grant funds (Will not spend down; we wil
Invoice	Amount	· ·		\$	\$13,024	\$13,024.00
	Item Received					
	P.O. Issued					
	Actual Price EA					
	QTY Purchased					
1	Price Each Total Proposed	\$11,950	\$391.00	\$12,341		
Proposed	Price Each	\$1,195	,	7 7		
	QTY-Planned	10				
	Description	Automatic External Defibrillators	NIBRS Set Aside Funds - 3% of award share (Used for cost of Training for NIBRS reporting)			
Grant	Item# Budget Category	SUPPLIES	OTHER			Prepared: 7/29/2020
	Item#	-1	2			repared: ;

Prepared: 7/29/2020

KENOSHA COUNTY EXPENSE/REVENUE BUDGET MODIFICATION FORM

Prepared:

							DOCHWENT #		GI DATE	ATE		
									5	1		
DEPT/DIVISION:	SHERIFF	2020					BATCH#		ENTR	ENTRY DATE		
PURPOSE OF BUDGET MODIFICATION (REQUIRED)	HFICATION (REQUI		ncrease Expens	se and Revenue	c budgets by S] 13,024 to acknow	Increase Expense and Revenue budgets by \$13,024 to acknowledge anticipated award for the 2020 federal Justice Assistance Grant: passed	ward for the 2020	federal Justice	Assistance Gran	nt: passed	
			through the City of Kenosha	y of Kenosha.								
(I) MAIN ACCOUNT			(2)		<u> </u>	UDGET CHAN	BUDGET CHANGE REQUESTED	6	9	6	AFTER TRANSFER	ANSFER
DESCRIPTION EXPENSES	FUND DIVISION	SUB- DIVISION DIVISION	MAIN	PROJECT	SUB- PROJECT	EXPENSE (+)	EXPENSE DECREASE (-)	ADOPTED BUDGET	CURRENT BUDGET	ACTUAL EXPENSES	REVISED RIDGET	EXPENSE BAL AVAIL
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				EXPENSE TOTALS	TALS	13.024	0	39.803	39.803	29.004	52,827	23.823
REVENUES	FUND DIVISION DIVISION	SUB-	MAIN ACCT			REVENUE DECREASE (+)	REVENUE INCREASE (-)	ADOPTED BUDGET	CURRENT		REVISED BUDGET	
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		5.		REVENUE TOTALS	OTALS	0	13.024	0	0		0	
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PREPARED BY	02/24		0	DIVISION HEAD	CAD. CA	1.5 MM	Ď.	DATE: ////// 2020	3			
FINANCE DIRECTOR	J. M.	18	LDATE: 12		1		- A-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-		Please fill in all columns: (1) & (2) Main Account in	columns: Account inform	Please fill in all columns: (1) & (2) Main Account information as required	70
(required)	1	1	1	/	\		DAIE.		5) Original bud	(5) ox (4) budget change requested (5) Original budget as adopted by the board	by the board	ź
COUNTY EXECUTIVE		less	-DATE	The state of the s	S				(b) Current budget (original(7) Actual expenses to date(8) Budget after requested n	(b) Current budget (original budget w/pa(7) Actual expenses to date(8) Budget after requested modifications	(e) Current oudget (original budget w/past mods.)(7) Actual expenses to date(8) Budget after requested modifications	S.)
SEE BACK OF FORM FOR REQUIRED LEVELS OF APPROVAL FOR BUDGET MODIFICATION.	SQUIRED LEVELS C)F APPROVAL	FOR BUDGET	MODIFICAT	NO!				9) Balance avai	lable after trans	(9) Balance available after transfer (col 8 - col 7).	.(1

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 Danlel Miskinls Kenosha Police Department (262) 605-5232 Office



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.

OMB No. 1121-0329 Approval Expires 11/30/2020

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>U.S. Department of Justice</u> (DOJ), <u>Office of Justice Programs</u> (OJP), <u>Bureau of Justice Assistance</u> (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 <u>JAG web page</u>. 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

<u>Prohibited uses of funds</u> – 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 <u>34 U.S.C.</u> § <u>10152</u>.

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*
- Luxurv 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 <u>JAG Resource Page</u> or the <u>JAG FAQs.</u>

<u>Cap on use of JAG award funds for administrative costs</u> – 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 <u>General Information about Post-federal Award</u>
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 Period of performance start date Period of performance duration 1,058 October 1, 2019 2 or 4 years

<u>Category 1 – Eligible Allocation Amounts of Less than \$25,000 (Competition ID BJA-2020-18275)</u> – Units of local government that are listed on the <u>JAG web page</u> 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 <u>JAG web page</u> 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 <u>Section B. Federal Award Information.</u>

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) <u>Capabilities and Competencies</u> 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 <u>Grants Management System (GMS)</u>, 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 <u>OJP Grant Application Resource Guide</u>.

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 <u>OJP Grant Application Resource Guide</u> 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 <u>Performance Measurement Tool (PMT)</u>. 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) Application Resource Guide)	(see OJP Grant
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) Application Resource Guide)	(see OJP Grant
Financial Management and System of Internal Controls Questionnaire Application Resource Guide)	(see OJP Grant
Disclosure of Lobbying Activities (SF-LLL) Application Resource Guide)	(see OJP Grant
Application Resource Guide)	(see OJP Grant
Applicant Disclosure and Justification – DOJ High Risk Grantees <u>Application Resource Guide</u>) (if applicable)	(see OJP Grant
Research and Evaluation Independence and Integrity (if applicable) <u>Application Resource Guide</u>)	(see OJP Grant
Certifications and Assurances by Chief Executive	(see page 12)
Information regarding Communication with the Department of Homeland Secur and/or Immigration and Customs Enforcement (ICE)	ity (DHS) (see page 12)
	Intergovernmental Review Program Narrative Budget Detail Worksheet (including Budget Narrative Indirect Cost Rate Agreement (if applicable) Application Resource Guide) Financial Management and System of Internal Controls Questionnaire Application Resource Guide) Disclosure of Lobbying Activities (SF-LLL) Application Resource Guide) Applicant Disclosure of Pending Applications Applicant Disclosure and Justification — DOJ High Risk Grantees Application Resource Guide) (if applicable) Research and Evaluation Independence and Integrity (if applicable) Application Resource Guide) Certifications and Assurances by Chief Executive Information regarding Communication with the Department of Homeland Secur

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		21 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
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		مريا والمراب
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	CONTRACTOR OF THE STATE OF THE	
WI	WAUSAU CITY	Municipal	\$10,576	\$10,576
WI	MILWAUKEE COUNTY	County		15.17
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	Problem • Value	
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