

#### Judiciary and Law Enforcement Committee Agenda Kenosha County Job Center Conference Rm. South 10 Wednesday, September 2nd 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COUNTY BOARD RULES OF PROCEDURE ANY REPORT, RESOLUTION, ORDINANCE OR MOTION APPEARING ON THIS AGENDA MAY BE AMENDED, WITHDRAWN, REMOVED FROM THE TABLE, RECONSIDERED OR RESCINDED IN WHOLE OR IN PART AT THIS OR AT FUTURE MEETINGS.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 (146 703 4480). Citizens wishing to make a public comment may submit such comments in writing to [EMAIL PROTECTED] before 4:00 pm on Monday August 31st, 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 Kenosha Joint Services Board

Documents:

#### RESOLUTION JOSHUA BARKER JOINT SRVICES BOARD.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:

CHARLES THE PERSON OF THE CONTROL OF

- 9. ANY OTHER BUSINESS ALLOWED BY LAW
- 10. ADJOURNMENT

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



# **BOARD OF SUPERVISORS**

RESOL	LUTION	NO.	

Subject: RESOLUTION TO APPROVE THE APPOINTMENT OF JOSHUA BARKER TO SERVE ON THE KENOSHA JOINT SERVICES BOARD							
Original ⊠ Corrected □	2 <sup>nd</sup> Co	orrectio	n 🗆	Resubm	itted □		
Date Submitted: September 15, 2020	Date	Resub	mitted				
Submitted By: Judiciary & Law Enforcement Committee							
Fiscal Note Attached:	Legal	Legal Note Attached □					
Prepared By: Michelle Hicks	Signa	ture:					
WHEREAS, pursuant to County Executive appointed Joshua Barker to serve on the Kenosha J				e County E	xecutive has		
WHEREAS, the Judiciary & Law Enforce Supervisors has reviewed the request of the County on the Kenosha Joint Services Board and is recommend the appointment,	Executive t	or confi	mation of th	ne above na	med to serve		
NOW, THEREFORE BE IT RESOLVED, the appointment of Joshua Barker to the Kenosha Joshua Effective immediately and shall continue until the 1st the County Executive and confirmed by the Kenosh without pay. He will be succeeding Mark Modory.	oint Service day of May	es Board y, 2023,	l. Mr. Barke or until a si	er's appoint uccessor is	ment shall be appointed by		
Respectful JUDICIARY AND LAW EN			MITTEE <u>Abstain</u>	Excused			
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 – 56<sup>th</sup> 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 52<sup>nd</sup> 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 1<sup>st</sup> 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 1010-56<sup>th</sup> 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 17<sup>th</sup>.

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 Vicnosha, WI 53144
Previous Address if above less than 5 years:
Occupation: <u>Kernosha 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.  Alxican American Youth Institutive Levelership Council 18450  Kenesha county Gang Taskforce - Kenesha County  - Kenesha County  - 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 \_\_\_\_\_\_\_

Additional Info	ormation: List any qualifications or expertise you possess that wou
benefit the Bos	ard, Committee, Commission, etc.
ED 4, E	Task farie (Rucine)
Elimina	Taskforce (Rucine) ting Drugs and Gangs through Educa
Conflict Of Int	erest: It would be inappropriate for you, as a current or prospective
appointee, to h	ave a member of your immediate family directly involved with any
	under the inquiry or advice of the appointed board, commission, or
	committee member declared in conflict would be prohibited from v where "direct involvement" had been declared and may result in
	t to you and/or Kenosha County.
	y
	1000
	Signature of Nominee
	08/06/2020
	Date
Please l	
Please	Date
Please 1	Date  Return To: Kenosha County Executive  1010 – 56th Street
Please	Date Return To: Kenosha County Executive
Please	Date  Return To: Kenosha County Executive  1010 – 56th Street  Kenosha, WI 53140
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Please	Date  Return To: Kenosha County Executive  1010 – 56th Street  Kenosha, WI 53140  (For Office Use Only)
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	Date  Return To: Kenosha County Executive  1010 – 56th Street  Kenosha, WI 53140   (For Office Use Only)  Commission/Committee/Board
Appointed To:	Date  Return To: Kenosha County Executive  1010 – 56th Street  Kenosha, WI 53140  (For Office Use Only)  Commission/Committee/Board
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Appointed To:	Return To: Kenosha County Executive 1010 – 56th Street Kenosha, WI 53140  (For Office Use Only)  Commission/Committee/Board
Appointed To:	Date  Return To: Kenosha County Executive  1010 – 56th Street  Kenosha, WI 53140  (For Office Use Only)  Commission/Committee/Board
Appointed To: Term: Begins Confirmed by	Return To: Kenosha County Executive 1010 – 56th Street Kenosha, WI 53140  (For Office Use Only)  Commission/Committee/Board

# Joshua Barker

4615 52<sup>rd</sup> 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				

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# **Records Retention / Disposition Authorization**

PAGE FOR 3									
<ul> <li>Read instruction</li> <li>completing.</li> </ul>	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				
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Administratio				Finance					
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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			
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17. APPROVA	LSIGNATU	RES		h	with	Cochou	DOI .	1/28	
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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**

_				4 551 "		0 B 10	1 Title		
•	Read instructions provide completing.	ded on pages 2-3	before	1. RDA #		<ol><li>Record Ser Accounts Re</li></ol>		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					
	Record Series Year		Records Storag						
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9.	1	1	the second secon					Time Period (Che	ck One)
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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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	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			
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		Approval subject	to 10-year sunse	t per Wis. Stat. §	§ 16.61	(4)(c). Action r	equired before:		120

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#### **Records Retention / Disposition Authorization**

PAGE 1 OF 3						
<ul> <li>Read Instructions provi completing.</li> </ul>	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					
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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 anticip	Wis. Stat. § 19. ated.	35(5), (Open
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## **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	<ol> <li>Records Contain Personally Identif</li> <li>   ☐ Yes</li></ol>	able information (P	11);;			No No	,	Xemp		
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	university = 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		

#### http://publicrecordsboard.wi.gov

## **Records Retention / Disposition Authorization**

٠	Read instructions prov completing.	lded on pages 2-3	before	1. RDA #	1	r <b>d Ser</b> 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	Unul 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
<ul> <li>In accordance with the completed and appropriate</li> </ul>	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								
<ul> <li>Agency Records Off Maintain an agency</li> </ul>				Kenosha Jo		ices						
Division Name				Subdivision	Name							
Administration				1								
<ol><li>Record Series Y of Creation 2017</li></ol>		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	<b>s the Star</b> 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 <b>Personal</b> i ☑ No	iy Identiflabi	e Information (F	PH):	1444	II Registry Yes	y Exemptle No		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.	,ວວ(ວ), (Oper	T vi
alia, n	11	1	(el30)		A			12			10/20	120
my "	in	day				077	, ppp	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								
<ul> <li>Read instructions provi completing.</li> </ul>	ded on pages 2-3	before	1. RDA # 8	2. Record : Audit Rep	Series Title oorts			
<ul> <li>In accordance with Wis. 5</li> </ul>			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				
<ul> <li>Agency Records Officer: Maintain an agency copy</li> </ul>			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 of		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	<u>Celagla</u>
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, ci	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. <sup>-</sup>	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		illoii Tiina Fanou (Cii	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	1/14/15050	
_	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	
<ul> <li>Read instructions provided on pages 2-3 before completing.</li> </ul>	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
<ul> <li>Agency Records Officer: Forward original to the PRB.</li> <li>Maintain an agency copy during the PRB review process.</li> </ul>	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**

<ul> <li>Read Instructions provided on pages 2- completing.</li> </ul>	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				
<ul> <li>Agency Records Officer: Forward original Maintain an agency copy during the PRB re</li> </ul>		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
<ul> <li>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.</li> <li>Agency Records Officer: Forward original to the PRB.</li> </ul>		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@ken 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@ken 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 Yes No 15. Name of Agency Telephone: 262-60 16. Records Series Cont If yes, enter Statute/Code 17. APPROVAL SIGNATU Agency Official PUBLIC RECORDS BOAR	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 O  /////// & C O O  /////// & C O O  //////// & C O O  /////// & C O O  /////// & C O O  /////// & C O 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 O  /////// & C O O  /////// & C O O  //////// & C O O  /////// & C O O  /////// & C O O  /////// & C O 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

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## **Records Retention / Disposition Authorization**

2. Record Series Title

1. RDA #

completing.	15 Deferred Compensation Records				
<ul> <li>In accordance with Wis. Stat. § 16.61, this form must be</li> </ul>	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				
<ul> <li>Agency Records Officer: Forward original to the PRB.</li> <li>Maintain an agency copy during the PRB review process.</li> </ul>	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     ⊠ Paper				
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				
<ol> <li>Records Series Contains Content that is Confidential or if yes, enter Statute/Code/ or explain other Legal Authority in E</li> </ol>					
17. APPROVAL SIGNATURES	16 Cel 11 1/4/2020				
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 UBOla	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					
<ul> <li>Read Instructions provided on pages 2-3 before completing.</li> </ul>	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				
<ul> <li>Agency Records Officer: Forward original to the PRB.</li> <li>Maintain an agency copy during the PRB review process.</li> </ul>	Kenosha Joint S	ervices			
Division Name	Subdivision Name	9			
Administration	Personnel				
	rm 🛛 Paper 🗌	Other (Specify)			
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

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## **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
<ul> <li>Agency Records Officer: Forward original to the PRB.</li> <li>Maintain an agency copy during the PRB review process.</li> </ul>	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.
<ol> <li>Records Contain Personally Identifiable Information (Pl</li></ol>	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)  19. 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.  State Archivist  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)  State Archivist 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		montal de la constante
	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		
<ul> <li>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</li> </ul>		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):	<ol> <li>Pil Registry</li> <li>☐ Yes</li> </ol>	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	
<ul> <li>Read Instructions provided on pages 2-3 before completing.</li> </ul>	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
<ul> <li>Agency Records Officer: Forward original to the PRB.</li> <li>Maintain an agency copy during the PRB review process.</li> </ul>	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 .	
<ul> <li>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.</li> </ul>		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	(114/2010	
- 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	
<ul> <li>Read Instructions provided on pages 2-3 before completing.</li> </ul>	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
<ul> <li>Agency Records Officer: Forward original to the PRB.</li> <li>Maintain an agency copy during the PRB review process.</li> </ul>	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 accion a bar account of a communication and a decident
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

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## **Records Retention / Disposition Authorization**

TROL FOLD							
<ul> <li>Read Instructions provided on pages 2-3 before completing.</li> </ul>	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						
<ul> <li>Agency Records Officer: Forward original to the PRB.</li> <li>Maintain an agency copy during the PRB review process.</li> </ul>	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			
alique / May 03	)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**

<ul> <li>Read Instructions provided on pages 2-3 before completing.</li> </ul>	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		rear in leasure		
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. Joyce woo	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

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## **Records Retention / Disposition Authorization**

, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
Read Instructions provided on pages 2-3 before completing.	1. RDA # 2. Record Series Title 25 Insurance Records				
<ul> <li>In accordance with Wis. Stat. § 16.61, this form must be</li> </ul>	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				
<ul> <li>Agency Records Officer: Forward original to the PRB.</li> <li>Maintain an agency copy during the PRB review process.</li> </ul>					
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   Greater   Gr					
*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. 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				
	0				
202 003 3010	twg327@kenoshajs.org				
<ol> <li>Records Series Contains Content that is Confidential or if yes, enter Statute/Code/ or explain other Legal Authority in f</li> </ol>	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 120000 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					
<ul> <li>Agency Records Officer: Forward original to the PRB.</li> <li>Maintain an agency copy during the PRB review process.</li> </ul>		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.					
		1.6	ms I	44 B	III Da eleter Cr	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 U.	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.	- 7 ^	

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					
<ul> <li>Agency Records Officer: Forward original to the PRB.</li> <li>Maintain an agency copy during the PRB review process.</li> </ul>	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 #

<ul> <li>Read Instructions provided on pages 2-3 before completing.</li> </ul>	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)  Display to the control of the cont	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			
<ol> <li>Records Series Contains Content that is Confidential or if yes, enter Statute/Code/ or explain other Legal Authority in E</li> </ol>			Yes 🛭 No		
17. APPROVAL SIGNATURES	11	A 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	mode 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_ <b>C</b>	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**

TAGETOLD	
<ul> <li>Read Instructions provided on pages 2-3 before completing.</li> </ul>	1. RDA # 2. Record Series Title 30 Open Records Requests
<ul> <li>In accordance with Wis. Stat. § 16.61, this form must be</li> </ul>	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
<ul> <li>Agency Records Officer: Forward original to the PRB.</li> <li>Maintain an agency copy during the PRB review process.</li> </ul>	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 labeled
202 003 3010	twg327@kenoshajs.org
<ol> <li>Records Series Contains Content that is Confidential or if yes, enter Statute/Code/ or explain other Legal Authority in B</li> </ol>	
Charles (1980-1991) — (1980-1992) Appendix (1990-1990)	1 Co Cycle W (/14/2020
17. APPROVAL SIGNATURES	( 11 : 1 6
	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 Posts / March	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	<ul> <li>In accordance with Wis. Stat. § 16.61, this form must be</li> </ul>	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 Vear of Creation 1982   © Electronic/Digital   Microform   © Paper   Other (Specify)  9. Retention Time Period - Specify Actual Period   Other (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):    Yes   No   Yes   No	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.		( <del></del>				
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 on an anticipated.  U 20 20 20  U 30 20  U 30 20  U 30 20  U 30 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 as anticipated.  Organia   10   20   20   20   20   20   20   20						
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 control of the	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 TOF 3					
Read Instructions provided on pages 2-3 before completing.	1. RDA # 32	2. Record Se Payroll and	ries Title Supporting Do	ocuments	
<ul> <li>In accordance with Wis. Stat. § 16.61, this form must be</li> </ul>	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 udit involving these i	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.	Radara	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					
<ul> <li>Agency Records Officer: Forward original to the PRB.</li> <li>Maintain an agency copy during the PRB review process</li> </ul>	Kenosha Joint Services					
Division Name	Subdivision Name					
Administration	Personnel					
7. Record Series Year of Creation 1982 8. Medium for Records Storage (Check all appropriate)    Storage   Storage   Check all appropriate						
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**

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<ul> <li>Read instructions provi completing.</li> </ul>	1. RDA # 34		S <mark>eries Title</mark> Recruitment ar	nd Selection					
In accordance with Wis. S	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 (C	heck One):	⊠ New	☐ Amended	Renewal		
Records Board (PRB) wit			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	Kenosha Joint Services					
Division Name				Subdivision Name					
Administration	Personnel								
7. Record Series Year			ge (Check all appro		t. A				
	of Creation 1982								
1									
Yrs Mo Wk	s Days	Permanent*	Creation Fiscal ☐ (CR) ☐ (FI	Other (\$ S) ⊠ [	Specify) Date of Personn	al Astion			
1	1 1						Dan andred an		
*If selecting Permanent, ci									
11. Disposition (Check to Transfer - Other L.	•	roy ⊠ Dest	roy Confidential	∐ I ranster	- State Archives (	(VVHS) 🔲 Irans	sfer - UW 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 of hiring processes and includes records such as, but not limited to, notices, vacancy packets, applications, background results, and tests/results.									
This retention time period matches the Wisconsin County Records General Schedule series titled <i>Personnel (Recruitment and Selection)</i> .									
This record series may contain material protected by Wis. Stat. § 19.36(10).									
No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).									
13. Records Contain Pers   ☑ Yes ☐ No	<ol> <li>Records Contain Personally Identifiable Information (PII</li></ol>			14. PII Registry Exemptions (Check YES if PII is exempted):  ☐ Yes ☑ No					
15. Name of Agency	☑ Program Contac	t or 🔲 Re	cords Officer: The	nomas Genth	ner, Director				
Telephone: 262-60	5-5010	Email	twg327@keno	shajs.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 SIGNATU	No. 11.00	-	Ch	A. Car	li <u>e</u> c	2/26/2020			
_ ]_		42 00 -		7-15	-	2/20/20			
10m aluk	44.0	03-02-2		ncy Records C	efficer		um/dd/cava4		
Agency Official		Date (mm/do	cars and Maria				m/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 only anticipated.									
alysal The	ulles	(0/30	30	ch and	Walley W.	-department	1129/26		
State Archivist		Date (mm	/dd/ccyy) Exec	utive Secretary	- 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**

2. Record Series Title   Policy & Procedures
RDA Status (Check One): New
Agency #:  Agency Name Anosha Joint Services  Adivision Name Anoral  Beck all appropriate)  Apper Other (Specify)  Event that Initiates the Start of the Retention Time Period (Check One)  Allon Fiscal Other (Specify)  CR) (FIS) Superseded or Obsolete  authority, or sufficient justification in Box 12, Record Series Description,  Infidential Transfer - State Archives (WHS) Transfer - UW Archives  Son program following the sunset of our previous schedule which  Kenosha Joint Services. It includes policy and procedures that are enosha Joint Services.
nosha Joint Services  odivision Name  neral  eck all appropriate)  Paper  Other (Specify)  Event that Initiates the Start of the Retention Time Period (Check One)  tion Fiscal Other (Specify)  CR)  (FIS)  Superseded or Obsolete  authority, or sufficient justification in Box 12, Record Series Description,  infidential  Transfer - State Archives (WHS) Transfer - UW Archives  tion program following the sunset of our previous schedule which  Kenosha Joint Services. It includes policy and procedures that are enosha Joint Services.
bodivision Name neral  eck all appropriate)  Paper Other (Specify)  Event that Initiates the Start of the Retention Time Period (Check One)  tion Fiscal Other (Specify)  CR) (FIS) Superseded or Obsolete  authority, or sufficient justification in Box 12, Record Series Description,  infidential Transfer - State Archives (WHS) Transfer - UW Archives  tion program following the sunset of our previous schedule which  Kenosha Joint Services. It includes policy and procedures that are enosha Joint Services.
neral  eck all appropriate)  Paper  Other (Specify)  Event that Initiates the Start of the Retention Time Period (Check One)  Ition Fiscal Other (Specify)  CR)  (FIS)  Superseded or Obsolete  authority, or sufficient justification in Box 12, Record Series Description,  Infidential  Transfer - State Archives (WHS)  Transfer - UW Archives  tion program following the sunset of our previous schedule which  Kenosha Joint Services. It includes policy and procedures that are enosha Joint Services.
eck all appropriate)  Paper Other (Specify)  Event that Initiates the Start of the Retention Time Period (Check One)  Ition Fiscal Other (Specify)  CR) (FIS) Superseded or Obsolete  authority, or sufficient justification in Box 12, Record Series Description,  Infidential Transfer - State Archives (WHS) Transfer - UW Archives  tion program following the sunset of our previous schedule which  Kenosha Joint Services. It includes policy and procedures that are enosha Joint Services.
☑ Paper ☐ Other (Specify)  Event that Initiates the Start of the Retention Time Period (Check One)  Ition Fiscal Other (Specify)  CR) ☐ (FIS) ☑ Superseded or Obsolete  authority, or sufficient justification in Box 12, Record Series Description,  Infidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives  It includes policy and procedures that are enosha Joint Services.  It includes policy & Procedures Manual and other contents of the procedures of the procedure of the procedures of the procedure of t
Allon Fiscal Other (Specify) CR)
Infidential Transfer - State Archives (WHS) Transfer - UW Archives  from program following the sunset of our previous schedule which  Kenosha Joint Services. It includes policy and procedures that are enosha Joint Services.  Includes Policy & Procedures Manual and the series titled
ion program following the sunset of our previous schedule which  Kenosha Joint Services. It includes policy and procedures that are enosha Joint Services.  In the sunset of our previous schedule which which is a schedule series titled Policy & Procedures Manual and the sunset of our previous schedule which is a schedule series titled Policy & Procedures Manual and the sunset of our previous schedule which is a schedule whi
Kenosha Joint Services. It includes policy and procedures that are enosha Joint Services.  rds General Schedule series titled <i>Policy &amp; Procedures Manual</i> and
Kenosha Joint Services. It includes policy and procedures that are enosha Joint Services.  rds General Schedule series titled <i>Policy &amp; Procedures Manual</i> and
enosha Joint Services. rds General Schedule series titled <i>Policy &amp; Procedures Manual</i> and
14. Pil Registry Exemptions (Check YES if Pil is exempted):
Officer: Thomas Genthner, Director
g327@kenoshajs.org
ess is Protected: Yes 🛛 No
2, Record Series Description
Till Col & Hoffword
-7-16 W 11-12-1
1/15/2020
Agency Records Officer Date (mm/dd/ccyy)

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 8. Medium for Records Storage (Check all appropriate) of Creation 1982						
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 Gradient Section (Specify)  Order filled, invoiced, and paid						
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.						
	oy 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 supply orders and depar	tmental requests for supply items from inventory,					
period appears as zero days following the start of the Records General Schedule series titled Supply Orde	the orders are filled, invoiced, and paid, therefore the retention time to the time period. This retention time period matches the Wisconsin County pers.					
13. Records Contain Personally Identifiable Information (Pli ☐ 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 Box 12, Record Series Description.						
17. APPROVAL SIGNATURES	gra Col I Vivirolo					
Tom Seules 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 it is anticipated.					
Olympia Mar M. 10/30/20	0 07 13					
State Archivist Date (mm/c	dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)					
Approval subject to 10-year supper	per Wis Stat. § 16.61(4)(c). Action required before: JUNE 2030					

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# **Records Retention / Disposition Authorization**

<ul> <li>Read instructions provided on pages 2-3 before completing.</li> </ul>	1. RDA # 2. Record Series Title Union Contracts, Greivence, Meidation & Arbitration					
<ul> <li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public</li> </ul>	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.  Maintain and Agency Records Officer: 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					
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	14. PII Registry Exemptions (Check YES If PII is exempted):					
☐ Yes ☑ No  15. Name of Agency ☑ Program Contact or ☐ Re	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	Lete CAR Mykao					
Tom Surelesa 1-13-2	020 7-13 1/15/2020					
Agency Official Date (mm/dd						
	ntingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open					
alyul Mulling (6/30/00	0 don 13 le/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

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# **Records Retention / Disposition Authorization**

2. Record Series Title

Visitor Logs

1. RDA #

•	In accordance with Wis. Stat. § 16.61, this form		3. RDA Status	(Check One):	⊠ New		Amended	Renewal
	completed and approved by the Agency and the Records Board (PRB) within one year of creation	4. Agency #: 5. Unit #:						
records series and prior to disposition of any public record.			6. Agency Nam	0				
٠	Agency Records Officer: Forward original to the Maintain an agency copy during the PRB review	Kenosha Join	Services					
D	ivision Name	Subdivision Na	ıme					
Α	dministration	General						
7	7. Record Series Year 8. Medium for Records Storage (Check all appropriate)							
	of Creation 1982   Electronic/Digital   Microform   Paper  Other (Specify)							
9.	1 1			itlates the Start o		Time P	eriod (Che	ck One)
		ermanent*	Creation Fisc	` '	**			
	3 ☐ (CR) ☐ (FIS) ☐ Date of visit or access removed							
_	f selecting Permanent, cite supporting statute							
1	<ol> <li>Disposition (Check One):  Destroy</li> <li>Transfer - Other Location (Specify):</li> </ol>	⊠ Destr	oy Confidential	☐ Transfer - S	State Archives (M	/HS)	☐ Trans	fer - UW Archives
1:	2. 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.								
	his record series includes logs of auther				eas as require	ed by I	FBI Crimi	nal Justice
lr	nformation Systems (CJIS) Security Poli	cy or other	applicaple sta	ndards.				
	his retention time period matches the F		nagement and	Related Reco	rds General R	lecord	ls Schedu	ile titled
Building and Facility Admittance Records.								
4:	3. Records Contain Personally Identifiable In	formation (PI	n:	4. PII Registry E	Exemptions (Che	eck YES	S if PII is et	cempted):
	⊠ Yes □ No	· · · ·	<i>,,</i>	☐ Yes	⊠ No			
14	5. Name of Agency 🔀 Program Contact o	r 🔲 Red	ords Officer:	Thomas Genthne	er, Director			
	Telephone: 262-605-5010	Email	twg327@ken	oshajs.org				
1	6. Records Series Contains Content that is C	onfidential o	r Access is Prote	cted:	☐ Yes 🛛 I	No		
If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.								
1	17. APPROVAL SIGNATURES 9, Class to 1/14/210							
	Tom Seulland	1-13-	2020	745	- 1/15	1202	4	
A	gency Official	Date (mm/dd/		ency Records Office	cer		Date (mi	m/dd/ccyy)
- Р	UBLIC RECORDS BOARD APPROVAL - Autho	rization is con	tingent on restricti	ons to record dest	ruction contained	in Wis.	. Stat. § 19.3	35(5), (Open
K	Records Law), and that no records are destroyed if litigation or audit involving these records has commenced in a anticipated.						1.1001-	
1	my milling	Mallo	dd(saud E	C/ OT		Ranon		4/24/20
-8	tate Archivist	Date (mm/		cutive Secretary -	3/1/12	. 11.	he 203	m/dd/ccyy)
	Approval subject to 1	<b>0-vear sunsel</b>	per Wis. Stat. § 1	6.61(4)(c), Action :	required before:	wu.	ruc are	טכ

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## **Records Retention / Disposition Authorization**

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<ul> <li>Read Instructions provided on pages 2-3 before completing.</li> </ul>	1. RDA # 39	Record Series Title     Workers Compensation Claims				
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					
<ul> <li>Agency Records Officer: Forward original to the PRB.</li> <li>Maintain an agency copy during the PRB review process.</li> </ul>	Kenosha Joint Services					
Division Name	Subdivision Nam	θ				
Administration	Personnel					
Record Series Year 8. Medium for Records Storage (Check all appropriate)						
of Creation 1982						
Priorition Time Period - Specify Actual Period  Yrs Mo Wks Days Permanent*    Creation Fiscal Other (Specify)   Creation Fiscal Other (Specify						
*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 ☐ 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 retention program following the sunset of our previous schedule which had been set by ordinance only.						
This record series includes documents pertaining to workers compensation claims.						
This retention time period matches the Wisconsin County Records General Schedule records series titled Worker's Compensation Claims.						
Wisconsin Stat. § 102.33 restricts public access to the information within these records.						
13. Records Contain Personally Identifiable Information (P  ☑ Yes ☐ No	II): 14.	Pil Registry Exemptions (Check YES if Pil is exempted):  ☐ Yes ☑ No				
	cords Officer: Th	omas Genthner, Director				
Telephone: 262-605-5010 Email	twg327@kenos					
16. Records Series Contains Content that is Confidential of	- 0	3 0				
If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.						
17. APPROVAL SIGNATURES	900	Cet a listroro				
Tom duellies 1-13.2		115/2020				
Agency Official Date (mm/dd	/ccyy) Agen	cy 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 and anticipated.						
alimul Mullin (1/30/20 Com 12 1/20/20						
State Archivist Date (mm/	dd/ccyy) Execu	tive Secretary PRB Date (mm/dd/ccyy)				

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