

KENOSHA COUNTY

BOARD OF SUPERVISORS

ORDINANCE NO.

Subject: Repeal and Recreation of MCKC Chapter 3.6451 – RETENTION OF RECORDS – JOINT SERVICES BOARD	
Original ☒ Corrected ☐ 2nd Correction ☐ Resubmitted ☐	
Date Submitted:	Date Resubmitted:
Submitted By: Supervisor Jeffrey Gentz	
Fiscal 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ORDAIN that the Municipal Code of Kenosha County Chapter 3.6451, RETENTION OF RECORDS – JOINT SERVICES BOARD, is hereby repealed and recreated as follows: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

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

KENOSHA CITY/COUNTY JOINT SERVICES Records Retention Schedule

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

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

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

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

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

Respectfully Submitted,

Jeffrey Gentz

Approved by:

Judiciary & Law Committee

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

Records Retention / Disposition Authorization

- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 1	2. Record Series Title Accounts Payable and Supporting Documents
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Finance
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
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) ☐
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official		[Signature] Agency Records Officer	
03/02/2020 Date (mm/dd/ccyy)		2/28/2020 2/29/2020 Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
[Signature] State Archivist		[Signature] Executive Secretary - PRB	
6/29/20 Date (mm/dd/ccyy)		6/29/20 Date (mm/dd/ccyy)	

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

Records Retention / Disposition Authorization

- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 2	2. Record Series Title Accounts Receivable and Supporting Documents
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Finance
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 3 ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☒ (FIS) ☐
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

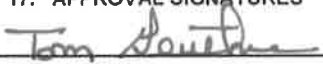
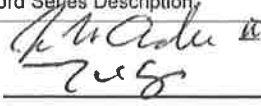
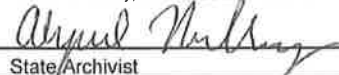
12. Records Series Description

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

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

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

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

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

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

Records Retention / Disposition Authorization

- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 3	2. Record Series Title Annual Budget
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration	Subdivision Name Fiscal	
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 6 ☐		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☒ (FIS) ☐		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

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

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

Records Retention / Disposition Authorization

- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 4	2. Record Series Title Annual Report
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration	Subdivision Name General	
7. Record Series Year of Creation 2018	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
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) ☐
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☐ Destroy ☐ Destroy Confidential ☒ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

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

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

Records Retention / Disposition Authorization

- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 5	2. Record Series Title Attendance Records
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Personnel
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
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) ☐
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official		1/14/2020 7-148 Agency Records Officer	
1-13-2020 Date (mm/dd/ccyy)		1/15/2020 Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Alyce M. Melling State Archivist		Tom Genthner Executive Secretary - PRB	
10/30/20 Date (mm/dd/ccyy)		6/29/20 Date (mm/dd/ccyy)	

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

Records Retention / Disposition Authorization

- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 6	2. Record Series Title Audio Recordings (Dispatch Recordings & Administrative Phones)
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Communications		Subdivision Name
7. Record Series Year of Creation	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☐ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 121 ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☒ (CR) ☐ (FIS) ☐
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☐ Destroy ☒ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

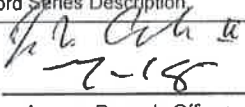
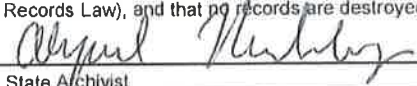
This records series includes recordings made in the 9-1-1 Communications Center and on administrative phones in the Kenosha County Public Safety Building and Kenosha County Detention Center. These records include recordings of radio transmissions, 911 emergency phone calls, and non-emergency phone calls.

Note: Recordings do not include phones used by inmates.

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☒ Yes ☐ No	14. PII Registry Exemptions (Check YES if PII 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: ☒ Yes ☐ No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	
17. APPROVAL SIGNATURES	
 Agency Official	 Agency Records Officer
Date (mm/dd/ccyy): 1-13-2020	Date (mm/dd/ccyy): 1/14/2020
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	
 State Archivist	 Executive Secretary - PRB
Date (mm/dd/ccyy): 6/30/20	Date (mm/dd/ccyy): 6/29/20

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

Records Retention / Disposition Authorization

- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 7	2. Record Series Title Audio Recordings (Meetings)
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name
7. Record Series Year of Creation 2017	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☐ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 90 ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☒ Date the minutes are approved
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

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

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

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

Records Retention / Disposition Authorization

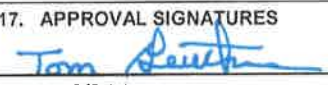
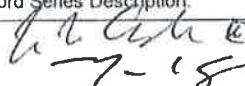
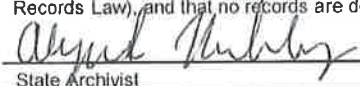
- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 8	2. Record Series Title Audit Reports
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Finance
7. Record Series Year of Creation	8. Medium for Records Storage (Check all appropriate) ☐ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☒ (CR) ☐ (FIS) ☐
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy): 1-13-2020		Date (mm/dd/ccyy): 1/14/2020	
PUBRIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist		 Executive Secretary - PRB	
Date (mm/dd/ccyy): 1/30/20		Date (mm/dd/ccyy): 1/29/20	

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

Records Retention / Disposition Authorization

- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 9	2. Record Series Title Bank Statements/Reconciliations
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Financial
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☒ (CR) ☐ (FIS) ☐
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

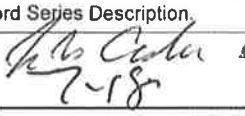
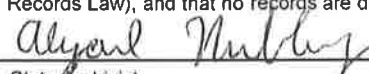
This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

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

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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.		☒ Yes ☐ No	
17. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy): 03-02-2020		Date (mm/dd/ccyy): 2/20/20	
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist		 Executive Secretary – PRB	
Date (mm/dd/ccyy): 01/30/20		Date (mm/dd/ccyy): 06/29/20	

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

Records Retention / Disposition Authorization

- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 10	2. Record Series Title Board Agenda and Minutes
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
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) ☐
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☐ Destroy ☐ Destroy Confidential ☒ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
[Signature] 1-13-2020 Agency Official Date (mm/dd/ccyy)		[Signature] 1/15/2020 Agency Records Officer Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
[Signature] 6/29/20 State Archivist Date (mm/dd/ccyy)		[Signature] 6/29/20 Executive Secretary - PRB Date (mm/dd/ccyy)	

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

Records Retention / Disposition Authorization

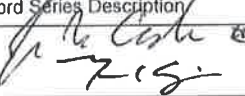
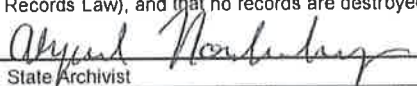
- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 11	2. Record Series Title Bond Receipts and Related Documents
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Records	Subdivision Name	
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 8 ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☒ (CR) ☐ (FIS) ☐
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy) 1-13-2020		Date (mm/dd/ccyy) 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist		 Executive Secretary – PRB	
Date (mm/dd/ccyy) 6/30/20		Date (mm/dd/ccyy) 6/29/20	

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

Records Retention / Disposition Authorization

- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.		1. RDA # 12	2. Record Series Title Booking Photograph and Photograph Record
		3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
		4. Agency #:	5. Unit #:
Division Name Evidence/Identification		6. Agency Name Kenosha Joint Services	
		Subdivision Name Identification	
7. Record Series Year of Creation 1993	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☐ Paper ☐ Other (Specify)		
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* ☒ Permanent*		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation ☐ Fiscal ☐ Other (Specify) ☐ ☐ (CR) ☐ (FIS) ☐	
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.			
11. Disposition (Check One): ☐ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):			

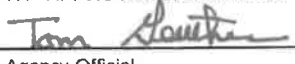
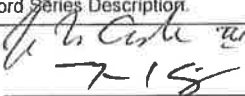
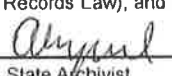
12. Records Series Description

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

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☒ Yes ☐ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy) 1-13-2020		Date (mm/dd/ccyy) 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5). (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist		 Executive Secretary - PRB	
Date (mm/dd/ccyy) 6/30/20		Date (mm/dd/ccyy) 6/29/20	

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

Records Retention / Disposition Authorization

- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 13	2. Record Series Title Contracts
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
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) ☒ after last effective date thereof
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official Date (mm/dd/ccyy) 1-13-2020		[Signature] Agency Records Officer Date (mm/dd/ccyy) 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Allyson Numbly State Archivist Date (mm/dd/ccyy) 6/30/20		Tom Genthner Executive Secretary – PRB Date (mm/dd/ccyy) 6/29/20	

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

Records Retention / Disposition Authorization

- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 14	2. Record Series Title Continuity of Operations Plan/Continuity Of Government Plan
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 2009	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 0 ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☒ Superseded by Revised Plan
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

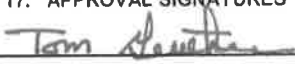
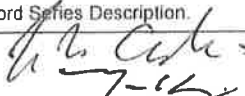
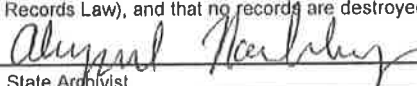
12. Records Series Description

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

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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. ☐ Yes ☒ No			
17. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy): 1-13-2020		Date (mm/dd/ccyy): 1/14/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist		 Executive Secretary - PRB	
Date (mm/dd/ccyy): 6/30/20		Date (mm/dd/ccyy): 6/29/20	

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

Records Retention / Disposition Authorization

- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 15	2. Record Series Title Deferred Compensation Records
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Finance
7. Record Series Year of Creation 1985	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 8 Mo: Wks: Days: Permanent* ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (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 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 records series includes reports generated from deferred compensation retirement plans showing employee contributions.

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
Tom Sawicki 1-13-2020 Agency Official Date (mm/dd/ccyy)		[Signature] 1/14/2020 [Signature] 1/15/2020 Agency Records Officer Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Allyson [Signature] 6/30/20 State Archivist Date (mm/dd/ccyy)		[Signature] 6/29/20 Executive Secretary - PRB Date (mm/dd/ccyy)	

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

Records Retention / Disposition Authorization

- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 16	2. Record Series Title Employee Bloodborne Pathogen Records
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Personnel
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 30 ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☒ Termination of Employment
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☐ Destroy ☒ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

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

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

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

Records Retention / Disposition Authorization

- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 17	2. Record Series Title Employee Retirement Records
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Personnel
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 8 ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (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 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 records series includes documentation of an employee's retirement and records related to submitting information to the Wisconsin Retirement System (WRS). This includes records such as WRS Employee Transaction Reports.

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

13. Records Contain Personally Identifiable Information (PII): ☒ Yes ☐ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
Tom Genthner 1/13/2020 Agency Official Date (mm/dd/ccyy)		T. Genthner 1/15/2020 Agency Records Officer Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5). (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Alyson Muehlberg 6/30/20 State Archivist Date (mm/dd/ccyy)		Tom Genthner 6/29/20 Executive Secretary - PRB Date (mm/dd/ccyy)	

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

Records Retention / Disposition Authorization

- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 18	2. Record Series Title Employee Wage & Tax Statements & Other Tax Records
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Finance
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
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) ☐
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☐ Destroy ☒ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☒ Yes ☐ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official Date (mm/dd/ccyy) 1-13-2020		[Signature] Agency Records Officer Date (mm/dd/ccyy) 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Alynn Nulley State Archivist Date (mm/dd/ccyy) 6/30/20		[Signature] Executive Secretary - PRB Date (mm/dd/ccyy) 6/29/20	

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

Records Retention / Disposition Authorization

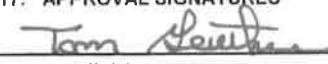
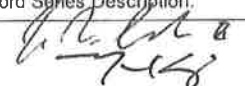
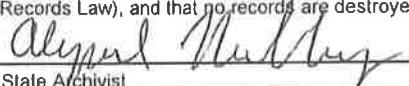
- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 19	2. Record Series Title False Alarms and Supporting Documents
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 3 ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☒ (CR) ☐ (FIS) ☐
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
Agency Official:  Date (mm/dd/ccyy): 1-13-2020		Agency Records Officer:  Date (mm/dd/ccyy): 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
State Archivist:  Date (mm/dd/ccyy): 6/30/20		Executive Secretary – PRB:  Date (mm/dd/ccyy): 6/29/20	

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

Records Retention / Disposition Authorization

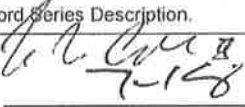
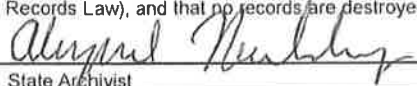
- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 20	2. Record Series Title Fingerprint Cards
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Evidence/Identification	Subdivision Name Identification	
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
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) ☒ (CR) ☐ (FIS) ☐
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☐ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

This series pertains to fingerprint cards created using ink.

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

13. Records Contain Personally Identifiable Information (PII): ☒ Yes ☐ No	14. PII Registry Exemptions (Check YES if PII 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: ☐ Yes ☒ No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	
17. APPROVAL SIGNATURES	
 Agency Official	 Agency Records Officer
Date (mm/dd/ccyy): 1-13-2020	Date (mm/dd/ccyy): 1/15/2020
PUBLIC RECORDS BOARD APPROVAL -- Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	
 State Archivist	 Executive Secretary - PRB
Date (mm/dd/ccyy): 6/30/20	Date (mm/dd/ccyy): 6/29/20

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

Records Retention / Disposition Authorization

- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 21	2. Record Series Title Fixed Assets
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Finance
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 1 Mo: Wks: Days: Permanent* ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☒ Disposition of Asset
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

This series pertains to documentation of Kenosha Joint Services assets.

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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. ☐ Yes ☒ No			
17. APPROVAL SIGNATURES			
Tom Genthner 1-13-2020 Agency Official Date (mm/dd/ccyy)		7-1-20 1/15/2020 Agency Records Officer Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Alyssa M. Hunsicker 6/30/20 State Archivist Date (mm/dd/ccyy)		Donna Brennan 6/29/20 Executive Secretary - PRB Date (mm/dd/ccyy)	

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

Records Retention / Disposition Authorization

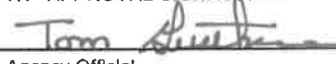
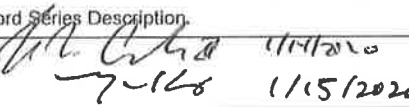
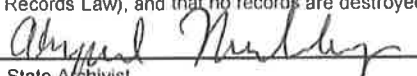
- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 22	2. Record Series Title General Ledger
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Finance
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
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) ☐		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☐ Destroy ☐ Destroy Confidential ☒ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

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

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

Records Retention / Disposition Authorization

- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 23	2. Record Series Title Imaging Logs
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Records		Subdivision Name
7. Record Series Year of Creation 2014	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
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) ☐
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
Tom Genthner 1-13-2020 Agency Official Date (mm/dd/ccyy)		Tom Genthner 1/15/2020 Agency Records Officer Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL -- Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Cheryl Mubley 6/30/20 State Archivist Date (mm/dd/ccyy)		Tom Brennan 6/29/20 Executive Secretary - PRB Date (mm/dd/ccyy)	

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

Records Retention / Disposition Authorization

- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 24	2. Record Series Title Incident Records
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Communications		Subdivision Name
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 10 ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☒ (CR) ☐ (FIS) ☐
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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. ☐ Yes ☒ No			
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official Date (mm/dd/ccyy) 1-13-2020		Tom Genthner Agency Records Officer Date (mm/dd/ccyy) 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Alyssa Nuebel State Archivist Date (mm/dd/ccyy) 6/30/20		Tom Genthner Executive Secretary - PRB Date (mm/dd/ccyy) 6/29/20	

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

Records Retention / Disposition Authorization

- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 25	2. Record Series Title Insurance Records
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
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) ☒ Last effective day thereof
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☐ Destroy ☒ Destroy Confidential ☐ Transfer - State Archives (VHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

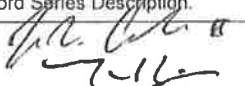
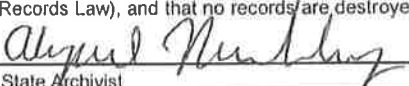
12. Records Series Description

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

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

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

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

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

Records Retention / Disposition Authorization

- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 26	2. Record Series Title Invitations to Bid/Requests for Proposals
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
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) ☒ Completion of Work
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

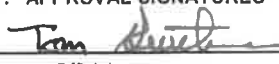
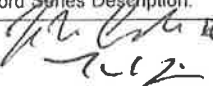
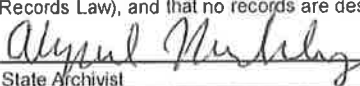
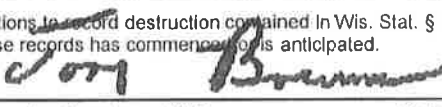
12. Records Series Description

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

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
Agency Official  Date (mm/dd/ccyy) 1-13-2020		Agency Records Officer  Date (mm/dd/ccyy) 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
State Archivist  Date (mm/dd/ccyy) 6/30/20		Executive Secretary - PRB  Date (mm/dd/ccyy) 6/29/20	

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

Records Retention / Disposition Authorization

- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 27	2. Record Series Title Material Safety Data Sheets (MSDS)
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 30 ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☒ Date Substance Received
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

This record series includes MSDS records regarding toxic substance information.

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official		1/15/2020 Agency Records Officer	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Alfred M. ... State Archivist		Tom Genthner Executive Secretary - PRB	

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

Records Retention / Disposition Authorization

- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 28	2. Record Series Title Motor Vehicle Maintenance Records
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Fleet Maintenance		Subdivision Name
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 1 ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☒ Disposal of Vehicle
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official		1/15/2020 1/15/2020 Agency Records Officer	
PUBRIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or anticipated.			
Alyssa M. Hickey State Archivist		Tom Genthner Executive Secretary - PRB	
1/30/20		6/29/20	

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

Records Retention / Disposition Authorization

- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 29	2. Record Series Title Memorandum of Understanding (MOU)
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☐ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
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) ☒ Ending Date of MOU
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
Tom Genthner Agency Official Date (mm/dd/ccyy) 1-13-2020		Thomas Genthner Agency Records Officer Date (mm/dd/ccyy) 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Allyson Mulvey State Archivist Date (mm/dd/ccyy) 6/30/20		Don Brown Executive Secretary - PRB Date (mm/dd/ccyy) 6/29/20	

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

Records Retention / Disposition Authorization

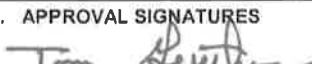
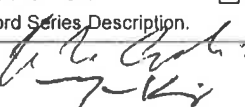
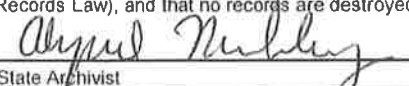
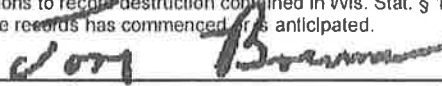
- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 30	2. Record Series Title Open Records Requests
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Records		Subdivision Name
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 3 Mo: Wks: Days: Permanent* ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☒ Response provided
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
Agency Official:  Date (mm/dd/ccyy): 1-13-2020		Agency Records Officer:  Date (mm/dd/ccyy): 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
State Archivist:  Date (mm/dd/ccyy): 6/30/20		Executive Secretary - PRB:  Date (mm/dd/ccyy): 6/29/20	

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

Records Retention / Disposition Authorization

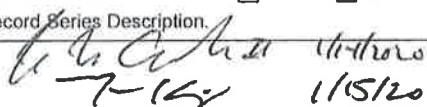
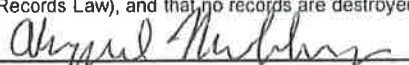
- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 31	2. Record Series Title Parts Inventory and Related Documents
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Fleet Maintenance		Subdivision Name
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 4 ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☒ (FIS) ☐
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record due to re-organization of our 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 ☒ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy): 1-13-2020		Date (mm/dd/ccyy): 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist		 Executive Secretary – PRB	
Date (mm/dd/ccyy): 6/20/20		Date (mm/dd/ccyy): 6/29/20	

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

Records Retention / Disposition Authorization

- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 32	2. Record Series Title Payroll and Supporting Documents
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Personnel
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
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) ☐
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☐ Destroy ☒ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☒ Yes ☐ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
Tom Genthner 1-13-2020 Agency Official Date (mm/dd/ccyy)		Tom Genthner 1/15/2020 Agency Records Officer Date (mm/dd/ccyy)	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
Allyson Muehleberg 6/30/20 State Archivist Date (mm/dd/ccyy)		Tom Genthner 6/29/20 Executive Secretary - PRB Date (mm/dd/ccyy)	

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

Records Retention / Disposition Authorization

- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 33	2. Record Series Title Personnel File
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Personnel
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☒ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☒ Separation from Employment
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☐ Destroy ☒ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

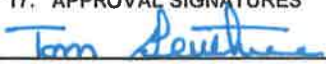
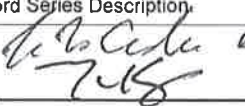
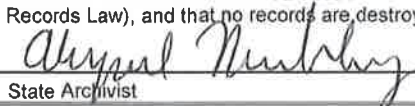
This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

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

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☒ Yes ☐ No		14. PII Registry Exemptions (Check YES if PII 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: ☒ Yes ☐ No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.			
17. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy): 03-03-2020		Date (mm/dd/ccyy): 2/20/20	
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist		 Executive Secretary – PRB	
Date (mm/dd/ccyy): 6/30/20		Date (mm/dd/ccyy): 6/29/20	

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

Records Retention / Disposition Authorization

- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 34	2. Record Series Title Personnel Recruitment and Selection
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Personnel
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☒ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 1 Mo: Wks: Days: Permanent* ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☒ Date of Personnel Action
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☐ Destroy ☒ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

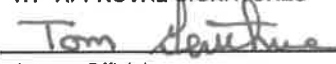
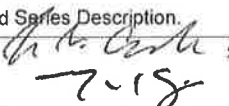
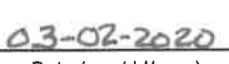
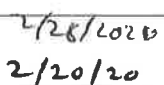
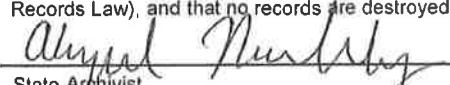
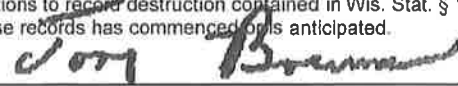
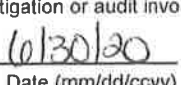
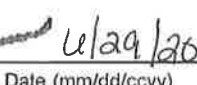
This is a new record due to re-organization of our retention program following the sunset of our previous schedule which had been set by ordinance only.

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

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

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

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

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

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

Records Retention / Disposition Authorization

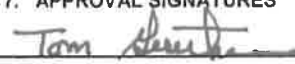
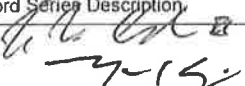
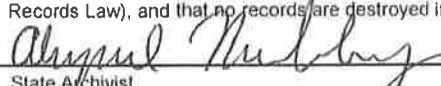
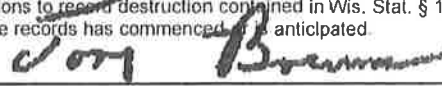
- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 35	2. Record Series Title Policy & Procedures
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
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) ☒ Superseded or Obsolete
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☐ Destroy ☒ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
 Agency Official Date (mm/dd/ccyy) 11/15/2020		 Agency Records Officer Date (mm/dd/ccyy) 11/15/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist Date (mm/dd/ccyy) 6/30/20		 Executive Secretary - PRB Date (mm/dd/ccyy) 6/29/20	

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

Records Retention / Disposition Authorization

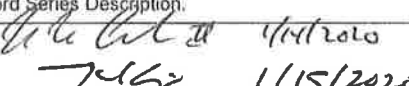
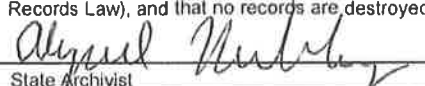
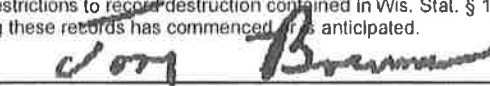
- Read Instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 36	2. Record Series Title Supply Orders and Supporting Documents
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 0 0 0 0 ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☒ Order filled, invoiced, and paid
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☒ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☒ No		14. PII Registry Exemptions (Check YES if PII 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.		☐ Yes ☒ No	
17. APPROVAL SIGNATURES			
 Agency Official Date (mm/dd/ccyy) 1-13-2020		 Agency Records Officer Date (mm/dd/ccyy) 1/15/2020	
PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
 State Archivist Date (mm/dd/ccyy) 6/30/20		 Executive Secretary - PRB Date (mm/dd/ccyy) 6/29/20	

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

Records Retention / Disposition Authorization

- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 37	2. Record Series Title Union Contracts, Greivence, Meidation & Arbitration Records
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
6. Agency Name Kenosha Joint Services	6. Subdivision Name General	
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* ☒		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation ☐ Fiscal ☐ Other (Specify) ☐ ☐ (CR) ☐ (FIS) ☐		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☐ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

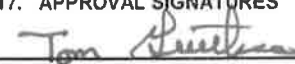
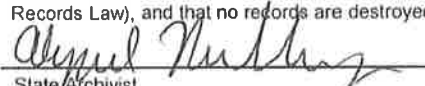
12. Records Series Description

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

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

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

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

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

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

Records Retention / Disposition Authorization

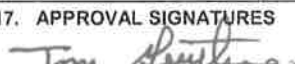
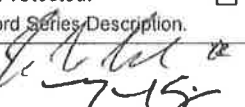
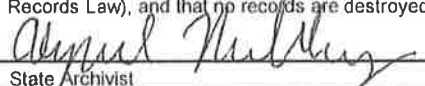
- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 38	2. Record Series Title Visitor Logs
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name General
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 3 ☐		10. Event that initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☒ Date of visit or access removed
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☐ Destroy ☒ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

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

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

13. Records Contain Personally Identifiable Information (PII): ☒ Yes ☐ No	14. PII Registry Exemptions (Check YES if PII 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: ☐ 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) 1-13-2020	 Agency Records Officer Date (mm/dd/ccyy) 1/15/2020
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	
 State Archivist Date (mm/dd/ccyy) 6/30/20	 Executive Secretary – PRB Date (mm/dd/ccyy) 6/29/20

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

Records Retention / Disposition Authorization

- Read instructions provided on pages 2-3 before completing. - In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. - Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 39	2. Record Series Title Workers Compensation Claims
	3. RDA Status (Check One): ☒ New ☐ Amended ☐ Renewal	
	4. Agency #:	5. Unit #:
	6. Agency Name Kenosha Joint Services	
Division Name Administration		Subdivision Name Personnel
7. Record Series Year of Creation 1982	8. Medium for Records Storage (Check all appropriate) ☒ Electronic/Digital ☐ Microform ☒ Paper ☐ Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 12 ☐		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☒ Later of injury, claim, or closure
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): ☐ Destroy ☒ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):		

12. Records Series Description

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

This record series includes documents pertaining to workers compensation claims.

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

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

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

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