

## Community Development/Public Services

### Wisconsin Municipal Records Schedule

This section covers record series that are generally grouped under Community Development/Public Services Records. The schedule identifies records created by most municipalities and is applicable to all records regardless of format or media.

Municipalities must adopt this schedule or have an ordinance in place before it can be used to manage their records. Please read the Introduction section of the WMRS before applying ANY section of the schedule to your records.

To simplify the recordkeeping process for municipalities, the Wisconsin Historical Society has included a field identifying if notification is required before record series may be destroyed.

- Records identified as Waived means that the Wisconsin Historical Society has determined the record series to have low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records once they reach their required retention period.
- Records designated Notify require you send written notification to the WHS before destruction. Details about the notification process are available on the [Wisconsin Historical Society website](#).

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

### Requirements Specific to Community Development/Public Services

The Community Development/Public Services section is organized by the following subsections:

- Housing Program
- Outreach
- Parks
- Public Transportation
- Sanitation

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Municipalities that have records pertaining to Public Health should use the County General Schedule to create ordinances to schedule those records.

The retention of public transportation surveillance recordings is covered by the schedule for surveillance recordings listed under in the *Public Works, Maintenance and Operations* section of the WMRS.

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
<b>Housing Program</b>				
Program Files	Correspondence, breakdown of projects, HUD regulations, and supporting files.	Event+7 years; Event=Audit	No	Notify
<b>Outreach</b>				
Public Program Files	Outreach programs for municipality sponsored programs.	Event+7 years; Event=Superseded or end of program, whichever is first	No	Notify
<b>Parks</b>				
Park Master Plan	Master plans for parks and park systems. May include maps, drawings, photographs, and reports.	Superseded	No	Notify

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>Waive/Notify</b>
Program Files	Records relating to programs, events, and activities.	Creation+3 years	No	Waived
Reservation Requests, Rental Agreements, Use Permits, and Contracts	Permits, agreements, and contracts for the use of parks, shelters, and facilities.	Event+3 years; Event=Date of reservation	No	Waived
Supervisors Daily Report of Work Completed	Summarizes progress made on a particular job, noting the time required, employees assigned and vehicles used.	Creation+2 years	No	Waived
<b>Public Transportation</b>				
Accessible Boarding Reports	Reports documenting the accessibility of vehicles.	Creation+5 years	No	Waive
Americans with Disabilities Act (ADA) Customer Eligibility Files	Files determining the eligibility of customers for ADA transit programs.	Event+6 years; Event=Termination of service or participation by customer	Yes Patient health information may be protected by Wis. Stat. § 146.82	Waive

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>Waive/Notify</b>
Bus Route Schedules and Timetables	Documentation of transit schedules, timetables, routes, and route history.	Event+3 years; Event=Superseded	No	Waive
Dispatch Files	Boarding and alighting, extra board weekly projections and assignments, daily work schedules, and bid mark-ups.	Creation+7 years	No	Waive
Fare Information Files	Research, background, studies, and other materials used to determine fares.	Creation+7 years	No	Waive
Operation Reports	Daily, weekly, or other periodic reports summarizing transit system operations and ridership and lost and found reports.	Creation+3 years	No	Waive
Operator Assignment Records	Documentation of assignment of individual operators to routes and shifts.	Creation+3 years	No	Waive
<b>Sanitation</b>				

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>Waive/Notify</b>
Composting Regulations	Documents pertaining to the disposal of yard waste.	Event+7 years; Event=superseded	No	Waive
Curbside Recycling Program	Documentation of the curbside recycling program including policies, procedures, and administration of the program.	Event+7 years; Event=superseded	No	Waive
Drop Off Site/Recycling Yard Waste	Site operation files and records.	Creation+7 years	No	Waive
Household Hazardous Waste Collection Center	Records related to the collection and disposal of paints, corrosives, flammables, toxics, used motor oil, and car/truck batteries.	Creation+30 years	No	Waive
Landfill/Garbage Dump Sites	Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, and inspection reports.	Permanent	No	N/A