

COMMISSION FILE NO: 25-027-2 **DATE INTRODUCED:** February 10, 2025

INTRODUCED BY: Executive Director (Signature on File in the Office of the Commission)

REFERRED BY COMMISSION CHAIRPERSON TO: Policy, Finance, and Personnel Committee

RELATING TO: Destruction of District Records Pursuant to Commission Policy 1-76.02, Records Retention Policy

SUMMARY:

The Commission is requested to approve the destruction of District records pursuant to Commission Policy 1-76.02, Records Retention Policy. During September 2024, the District conducted a review of a subset of the District's records with the goal of destroying those records past their retention period and having no more operational value to the District.

The District followed a procedure of review by Division Directors, Information Governance Manager, Chief Administrative Officer, and the Director of Legal Services. A list of those records (attached) identified by District staff for destruction was communicated to the State Historical Society (according to Wis. Stats. 19.21(8)). After review, by the State Historical Society, the records were deemed to have no value to the Historical Society and could be destroyed (attached).

ATTACHMENTS: **BACKGROUND** ☐ **KEY ISSUES** ☐ **RESOLUTION** ☒
FISCAL NOTE ☐ **S/W/MBE** ☐ **OTHER** ☒ 2024 WI Historical Society Reply Letter; 2024 Box Destruction List

PFP_Records_Destruction_legislative_file.docx
01-23-25

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

RESOLUTION

Destruction of District Records Pursuant to Commission Policy 1-76.02, Records Retention Policy

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the Executive Director is authorized to destroy the attached list of District records pursuant to Commission Policy 1-76.02, Records Retention Policy.