

COMMISSION FILE NO: 16-157-11 **DATE INTRODUCED:** November 14, 2016

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 1-76.04, Records Retention Policy

SUMMARY:

The Commission is requested to approve the destruction of District records pursuant to Commission Policy 1-76.04, Records Retention Policy. During the summer of 2016, the District conducted a review of a subset of District records with the goal of destroying those records past their retention period and having no further value to the District.

The District followed a procedure of review by Division Directors, the Information Governance Manager, the Commission Secretary/Executive Administrator, and the Director of Legal Services. The attached list, "MMSD Boxes for Destruction in 2016" (List) of those records identified by District staff for destruction was sent to the Wisconsin State Historical Society (WSHS) (according to Wis. Stats. §19.21(8)). After review, WSHS deemed the District records on the List had no value to the WSHS and can be destroyed.

ATTACHMENTS: **BACKGROUND** ☐ **KEY ISSUES** ☐ **RESOLUTION** ☒
FISCAL NOTE ☐ **S/W/MBE** ☐ **OTHER** ☒ MMSD Boxes for Destruction in 2016

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COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

RESOLUTION

Destruction of District Records Pursuant to Commission Policy 1-76.04, Records Retention Policy

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the Executive Director is authorized to destroy the District records on the attached list of "MMSD Boxes for Destruction in 2016", pursuant to Commission Policy 1-76.04, Records Retention Policy.