

COMMISSION FILE NO: 19-140-10 **DATE INTRODUCED:** October 14, 2019

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 2019, 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. In 2018, the District received authorization from the State Historical Society (letter attached) to destroy the record types identified as "Accounts Payable Invoices and Vouchers" and "Exam and Recruitment Files". Further, in this same letter, the State Historical Society stated that the District did not need future authorization to destroy these same record types. During 2019 the District's list of records (attached) identified by District staff for destruction consisted only of these two record types. Thus, authorization from the State Historical Society was not needed for the 2019 destruction effort.

ATTACHMENTS: **BACKGROUND** ☐ **KEY ISSUES** ☐ **RESOLUTION** ☒
FISCAL NOTE ☐ **S/W/MBE** ☐ **OTHER** ☒ 2018 WI Historical Society Reply Letter; 2019 Box Destruction List

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09-27-19*

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 attached list of District records pursuant to Commission Policy 1-76.04, Records Retention Policy.