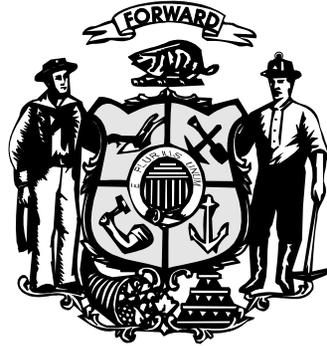


# General Records Schedule

## Facilities Management and Related Records

Version 2.5

February 2010



First Edition- Approved May 2009

For use by  
State of Wisconsin Government Agencies

## Scope

This general records schedule covers the facility and related records of Wisconsin government agencies. There are six broad categories:

- General Policies and Procedures
- Capital Budget Related records
- Use and Operation of Facilities related records including parking
- Security related record Series
- Health, Safety and Risk management Facility related records
- Records related to state owned and operated cemeteries

For the Capital Budget section this schedule covers facilities that are constructed under the statutory authority of the State Building Commission which has responsibility for developing and implementing the state building program. Facility related records related to state transportation functions which have separate statutory authority are not included within the scope of this general records schedule. These records would be covered by program specific records schedules.

When the General Records Schedule for Budget and Budget Related Records was approved in March 2002 it did not include the record series related to the capital budget which follows its own set of policies and procedures until the approved State Building Commission biennial building program is added to the biennial budget bill by the Joint Committee on Finance. The Legislature then considers the capital budget as part of the biennial budget bill.

The sections on Use and Operation of Facilities; Security related records and Health, Safety and Risk management have general applicability to all state owned and or operated facilities.

The section on state owned and operated cemeteries narrowly applies to the state agencies that own and operate such facilities.

This retention schedule applies to records in all media.

A companion document [Introduction to General Records Schedules June 2009](#) provides more information and guidance about the use of general records schedules by Wisconsin government agencies. In particular agencies are cautioned about destroying records at the end of the required retention time period if:

- records are required for a financial or performance audit;
- records are relevant to an existing, pending, or impending legal proceeding
- a relevant public records request has been received and not completed;
- a revised retention schedule is under development that would extend the retention time period.

Unless specified otherwise each category covers official records maintained by both DOA and state agencies.

RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
<b>General Policies and Procedures</b>						
FAC00001	<b>Policies and Procedures relating to the Capital Budget Process and Use and Operation of State Facilities</b>	<p>Established policies and high level procedures associated with both the Capital Budget process and use and operation of state facilities.</p> <p>These policies and procedures could be issued by DOA-Facilities, State Capital Police and agencies who own or operate facilities.</p>	<p>Retain 7 years after the current version is updated and then destroy***</p> <p>EVT+7 years and then destroy***</p> <p>For DOA and UWSA issued policies and procedures agency copies may be destroyed when superseded by more current version.</p> <p>Agency: Superseded and then destroy***</p>	PII-No	Confidential No	<p>Examples include: DOA Capital Budget Manual; DOA Building Tenant Manual; DOA Space Standards and Policies; Capital Budget Cost Estimating Guidelines; UW Systems Administration-Major Capital Projects Evaluation Criteria; DWD Office Appearance Guidelines</p> <p>***Any such policy or procedure identified as a publication should be transferred to DPI 's Wisconsin Document Depository Program per Wis. Stat. 35.83</p>
<b>Capital Budget Related Record Series</b>						
FAC00002	<b>Agency Six Year Facilities Plans</b>	Official and amended plans submitted by agencies to governing bodies, DOA and the State Building Commission. State agency file would contain more detail on facility related issues that might not be included in the submitted plan.	<p>Retain 12 years and then destroy***</p> <p>CR+12 years and destroy***.</p>	PII-No	Confidential No	<p>Agency six year plans are published on the DOA Division of State Facilities Web site.</p> <p>***Any such policy or procedure identified as a publication should be transferred to DPI 's Wisconsin Document Depository Program per Wis. Stat. 35.83</p>
FAC00003	<b>Master Facility Plans</b>	Long range planning documents for major state facilities or groups of related facilities (i.e. campus master plans)	Retain current plan for the life of the structure (until razed or facility	PII-No	Confidential No	DVA 20 year Capital Projects Master Plan for Veteran's Homes. UW Master Facility plans. Many agencies have

RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			<p>sold). Superseded master plans should be transferred to WHS or UW Archives</p> <p>EVT (Superseded by new plan and then-Transfer to WHS or UW Archives.</p>			master plans for large facilities.
FAC00004	<b>Agency Biennial Capital Budget Request</b>	Official capital budget request for those state agencies that operate facilities.	<p>Retain 6 years after date of submittal and then destroy</p> <p>EVT+6 years-destroy.</p>	PII-No	Confidential No	
FAC00005	<b>DSF analysis of Agency Capital Budget Requests-DOA only</b>	Analysis on behalf of the State Building Commission of agency request.	<p>Retain 4 years and then destroy.</p> <p>CR+4 years-destroy</p>	PII-No	Confidential No	
FAC00006	<b>Sales of Facilities and or Land (Case Files)</b>  <b>Includes appraisals and related valuations.</b>	Projects where the state plans or actually sells either facilities and or land assets. SBC and Joint Finance Committee must approve the sale of state land and facilities.	<p>Retain for 6 years after (event) the date of the completion of the transaction and then destroy</p> <p>EVT+6 years-destroy</p>	PII-No	Confidential No	Sale of Thornton Ave. DOA owned facility and land.
FAC00007	<b>Receipt by Gift of Facilities and or Land (Case Files)</b>	Projects where land and or buildings are being gifted to a state agency. SBC approval is required prior to acceptance of buildings and or land gifted to an agency	<p>Retain for the life of the structure (until razed or facility sold) and then transfer to WHS or UW Archives</p> <p>EVT (Life of</p>	PII-No	Confidential No	

RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			Structure)- and then transfer to WHS or UW Archives			
FAC00008	<b>Concept and Budget Reports</b>	An architect or engineering firm is typically retained to perform planning and design work associated with each building project. Both the agency(ies) occupying the facility being designed as well as DOA Facilities would have official copies of these completed reports along with the private sector A/E firm hired to perform the work.	Retain 10 years after (event) the date the project is completed or project concept is abandoned and then destroy.  EVT +10 years-destroy	PII-No	Confidential No  Exception: Prisons. Secure facilities	
FAC00009	<b>Environmental Assessment &amp; Impact Statements</b>	Official copies of environmental assessments, impact statements and related documentation related to state construction projects. May include: -Environmental Assessment reports and drafts -Environmental impact statements (draft and final) -Legal notices -Comments from the public , DNR and others -Related correspondence and supporting materials  The records are kept to document compliance with the Wis. Environmental Policy Act of 1972 and also kept as reference material for interested /concerned agencies, agency staff and public citizens.	Retain for the life of state ownership of the land plus 6 years and then transfer to WHS or UW Archives.  EVT+6 years and then transfer to WHS or UW Archives.	PII-No	Confidential- No	
FAC00010	<b>Cultural Resource Review Records – Archaeological &amp; Historic Site Case File</b>	Under s. 44.40, Wis. Stats., in the course of managing state owned lands, state agencies are required to identify known cultural resources that may be impacted by its actions. If a known archaeological site is present	Retain for 10 years after the property or site is transferred or sold and then transfer to the WHS or UW	PII-No	Confidential- No	

RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
		<p>or if an archaeological survey has been conducted to check for archaeological remains this category would be used.</p> <p>Records in this series may include the following:</p> <ul style="list-style-type: none"> <li>• Archaeological survey reports</li> <li>• Information on documented archaeological sites</li> <li>• Information on documented historic structures</li> </ul> <p>NOTE: Other copies of results of cultural resource reviews may also be filed in other records series.</p>	<p>Archives.</p> <p>EVT+10 years and transfer to WHS or UW Archives.</p>			
<b>FAC00011</b>	<b>Construction Project File-</b>	<p>All documents pertaining to project file including, design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, status reports by state staff who supervise construction, concerns of future tenants of facility and all other related project materials.</p>	<p>Retain for 10 years after (event) the date the construction project is closed and then destroy. EVT+10 years-destroy confidential</p> <p>Construction projects are typically closed several months after the project is completed.</p>	PII-No	<p>Confidential Yes</p> <p>Wis. Stat. 19.36(9)</p>	<p>DOA Facilities maintains a central construction file with a unique identification numbers for each construction project. This file contains both programmatic and financial information.</p> <p>Note: Current DOA RDA#0094 with the same retention/disposition covers these records in DOA.</p>
<b>FAC00012</b>	<b>Construction Project File-Historically Significant Facilities</b>	<p>Same description as above.</p> <p>Note: The designated historic preservation officer may purge non-programmatic records in the construction project file per approved retention policies.</p>	<p>Retain for the life of the structure (until razed or facility sold) and then transfer to WHS or UW Archives.</p> <p>EVT (Life of</p>	PII-No	<p>Confidential Yes</p> <p>Wis. Stat. 19.36(9)</p>	<p>State Capital, Executive Residence, 1 West Wilson Street, Madison; other state owned facilities on the National Register of Historic Buildings</p>

RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			Structure)- Transfer to WHS or UW Archives			
<b>FAC00013</b>	<b>Asbestos and Hazardous Material and Environmental Remediation Case File</b>	Project files on asbestos abatement and hazardous materials and environmental remediation projects at state owned buildings.  OSHA 29CFR 1926.1101 governs asbestos abatement projects. The records include medical surveillance records for certain people who wear protective equipment performing asbestos abatement work.	Retain for 30 years after the completion of the project and then destroy confidential.  EVT+30 years-destroy	PII-Yes	Confidential Yes for those portions of the files that contain medical records	Wis. Stat. 146.82 defines patient health care records as confidential  Note: Current DOA RDA #168 with the same retention/disposition covers these records in DOA.
<b>FAC00014</b>	<b>Unsuccessful Bids and Unsolicited Proposals</b>	Bids and proposals from either developers or construction firms for building construction.	Retain 4 years after the (event) date the bid is awarded and then destroy.  EVT+4-years - destroy.	PII-No	Confidential No	Note. Currently DOA Facilities keeps these records in the construction project file. For non-facility related bids follow the State Purchasing and Procurement General Records Schedule. <a href="http://www.doa.state.wi.us/docs_list.asp?doccatid=7">http://www.doa.state.wi.us/docs_list.asp?doccatid=7</a>
<b>FAC00015</b>	<b>As-Built Plans and Original Building Drawings for Completed Construction Projects</b>	Final as-built plans and original building drawings for state-owned facilities.	Retain for the life of the structure (until razed or facility sold) and then transfer to WHS or UW Archives.  EVT (Life of Structure)- Transfer to WHS or UW Archives.	PII-No	Confidential Yes  Wis. Stat. 19.36(9)	DOA RDA#0096 with this retention covers these records for DOA. This category would also cover agency records if so maintained.
<b>FAC00016</b>	<b>Land Titles, Conveyances and Easements</b>  <b>(Also restrictions related to use of</b>	Documentation for state owned land. Also includes any legal rights granted to others that relate to state owned land. These records are maintained by DOA, various state agencies with delegated authority to hold title to	Retain permanently  Permanent	PII-No	Confidential No	UW Systems Administration, DOT, DNR and the Board of Commissioners of Public Lands each have program related authority related to land ownership. Each of

RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
	specific parcels)	<p>state lands and or the Office of the Secretary of State. Because of potential liability for environmental damage even after ownership is transferred land ownership records may need to be retained even after property is sold.</p> <p>Administrative issue A question was raised as to how best to manage land records of property that has been sold. Should these records be managed by DOA, the state agency or both?</p>				these agencies may be able to use this RDA.
FAC00017	State Building Commission Meeting Agendas and Minutes	All facility related decisions must be approved by the State Building Commission. The minutes include formal approval of each biennial capital budget. The DOA Division of State Facilities staffs the Commission.	<p>Retain for 30 years and then transfer to WHS.</p> <p>CR+30 years- Transfer to WHS.</p>	PII-No	Confidential No	<p>These agendas and meeting minutes are published on the DOA Division of State Facilities Web site.</p> <p>Note: DOA RDA#00231 with this retention covers these records for DOA.</p>
FAC00018	State Capital and Executive Residence Board Meeting Minutes and Agendas	All facility related decisions impacting the State Capital and Executive Residence must be approved by this Committee. This series contains the agendas, meeting minutes and related documents for this board. The DOA Division of State Facilities staffs the Commission.	<p>Retain for 30 years and then transfer to WHS.</p> <p>CR+30 years- Transfer to WHS.</p>	PII-No	Confidential No	Note: This would replace Current RDA's#383 and 383A for this Board.
FAC00019	<p>DOA Lease File- Approval of Major Agency Leases-</p> <p>See below for agency leases</p>	<p>DOA maintains a lease file for each state agency lease. SBC approval is required for leases if any of the following apply:</p> <ul style="list-style-type: none"> <li>-the leased space equals or exceeds 10,000 GSF</li> <li>-the lease has a term that exceeds 5 years, excluding renewal options-if the proposed lease space requires construction of a new building.</li> </ul> <p>Source: Introduction to State Building Commission DOA DSF</p>	<p>Retain 6 years after (event) expiration of the lease or final payment, whichever is later and then destroy.</p> <p>EVT+6 years- destroy</p>	PII-No	Confidential No	

RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
		January 2003				
<b>FAC00020</b>	<b>Approval of State Rental Rates ( For DOA owned and managed Facilities)</b>	<p>File contains calculations, DSF recommendation and SBC approval of rental rates. File also includes communications between DOA and tenant agencies.</p> <p>SBC approval is required for rates charged internally to state agencies for various classes of office, laboratory and storage space. A space rental account manages the amount of space allocated to each agency and the related billings.</p>	<p>Retain for the current fiscal year and 6 back fiscal years and then destroy</p> <p>FIS+6 years-destroy</p>	PII-No	Confidential No	
<b>FAC00021</b>	<b>Bond Sales /Legal Documents (Case Files)</b>	<p>This is a single depository of all state general and revenue obligation debt. Includes original debt contracts and working files. Documents include but are not limited to:</p> <p>Operating notes; master lease certificate of participations; public offering documents; veterans and transportation bonds; and working files.</p> <p>IRS rules require that these records be retained for 4 years after each bond maturity. Text from existing DOA RDA 24.</p>	<p>Retain for 4 years after the date of maturity of each bond .and then destroy</p> <p>EVT+4 years-destroy</p>	PII-No	Confidential No	.
<b>FAC00022</b>	<b>Master Leases case Files-Agency requests and DOA approvals</b>	<p>A type of long term obligation that does not involve the issuance of bonds and is not considered GO debt. The state maintains various financing options for items that are master leased. State agencies submit requests to DOA for approval. DOA's review addresses lease financing as an alternative for acquiring the equipment and that the state agency</p>	<p>Retain 6 years after (event) expiration of the lease or final payment, whichever is later and then destroy.</p> <p>EVT+6 years-destroy</p>	PII-No	Confidential No	<p>From a Capital Finance perspective this series would only be used by agencies. The files from DOA that relate to requests and approvals are filed with master lease schedule files.</p>

RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
		has identified the resources to make the required lease payments.				
<b>FAC00023</b>	<b>Master Lease Schedules-DOA</b>	Files and documents relating to master lease schedules that are added to the master lease for the state's master lease program. This includes, but is not limited to, approvals acceptance certificates, lease schedules, legal opinion, copies of invoices and other items related to assignment of security interest.	Retain 15 years after (event) final payment, and then destroy  EVT+15 years-destroy	PII-No	Confidential No	
<b>FAC00024</b>	<b>Strategic/Business/Operational Plans-Related to State Facilities</b>	Consultant or state prepared plans related to state facilities.	Retain master copy and essential background documentation for 6 years after the plan is completed, superseded or revised and then transfer to WHS or UW Archives.  EVT+6 years-transfer to WHS or UW Archives	PII-No	Confidential No	Example: Arthur Anderson study Note: DSF would establish a project case file for work associated with any such plan and the records classified as if they were a construction project.
<b>FAC00025</b>	<b>Inventories of State Facilities and Land Assets</b>	Inventories of state facilities and land assets developed and maintained for valuation and planning purposes.	Retain completed inventory for the current fiscal year and 4 complete back fiscal years and then destroy.  FIS+4 years and then destroy	PII-No	Confidential No	This RDA complements the existing RDA for Capital Equipment inventories-RDA900000110 in the Fiscal and Accounting GRS.
<b>FAC00026</b>	<b>Appraisals-Land and or Structures not Obtained</b>	Appraisals either performed by or on behalf of state agencies.  Appraisals of land and or structures purchased would be retained in one of the above categories.	Retain 3 years after date of appraisal acceptance and then destroy.  EVT+3 years-destroy	PII-No	Confidential No	

RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
<b>Fiscal and Accounting General Records Schedule covers budgeting and accounting related records associated with construction projects-three series-Listed here for Informational Purposes</b>						
<b>90000080 Capital Accounting-Accounts Payable Records-Special Federal Requirements</b>						
<p>Records may include the following records: acquisitions: capital assets; depreciation schedules; fixed assets; material transfer files; mortgage ledgers; facility/plant ledgers; property detail reports; property inventory reports; and reports on property sold. Federal regulations for tax exempt bonding requires that expenditure records must be retained for 6 years past the maturity date of a bond. Because expenditures are not assigned immediately there is not an efficient way to file expenditures by specific bond issue. Therefore as most bonds are 20-year maturity bonds and 30 years is the maximum bond maturity length a 30-year retention will cover most records.</p>						
<p>Retention: Official Record EVT+30 years (issuance date)</p>						
<p>Retention Copies EVT (when no longer needed) Disposition: Destroy for both</p>						
<b>90000081 Capital Accounting-Accounts Payable Records-Projects Not Funded with Tax-Exempt Debt</b>						
<p>Records may include the following records: acquisitions: capital assets; depreciation schedules; fixed assets; material transfer files; mortgage ledgers; facility/plant ledgers; property detail reports; property inventory reports; and reports on property sold.</p>						
<p>Retention: Official Record EVT+4 years (project closing)</p>						
<p>Retention: Copies EVT (when no longer needed) Disposition: Destroy for both</p>						
<b>90000082 Capital Accounting-Project Budget Transactions (Allotments)</b>						
<p>Records may include budget-related records for specific capital projects including details by project and sub-project; vendors; and vendor types.</p>						
<p>Retention: Official Record FIS+6 years</p>						
<p>Retention: Copies EVT (when no longer needed) Disposition: Destroy for both</p>						
<b>Use and Operation of Facilities Related Record Series</b>						
<b>FAC00050</b>	<b>Application and Permit for Use of Facilities</b>	<p>Application and permit for use of facilities, where required.  Note: Current DOA RDA#255-Permits for Use of State Facilities has</p>	<p>Retain for 3 years after the date of the event and then destroy.</p>	<p>PII- Yes</p>	<p>Confidential No</p>	<p>Requests for rental/use of state facilities such as training rooms, private entity requests for use of state facilities, such as Farmers Market use of the</p>

RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
		the same retention for these records.	EVT+3 years-destroy			Square
FAC00051	<b>Facility Maintenance Work Orders and Logs</b>	Maintenance work orders and related logs. Note: The DOA Facilities Management Information Center web application which has functionality to log and track work orders.	Retain for 3 years after (event) date work is completed and then destroy.  EVT+3 years-destroy	PII-Yes	Confidential No	Broken elevators, plugged sinks or other areas where maintenance is needed.
FAC00052	<b>Building Maintenance/Management-Custodial Records</b>	Documents the supervision of custodial activities including but not limited to assignments, work responsibilities, checklists, inspections, reports and other related documents except fiscal and payroll.	Retain for 3 years and then destroy.  CR+3 years and destroy.	PII-No	Confidential No	
FAC00053	<b>Building Maintenance/Management-Grounds Keeping Records</b>	Documents the supervision of grounds keeping activities including but not limited to assignments, work responsibilities, checklists, inspections, reports and other related documents except fiscal and payroll.	Retain for 3 years and then destroy.  CR+3 years and destroy.	PII-No	Confidential No	
FAC00054	<b>Building Maintenance/Equipment Repair and Service Records</b>	Documents the installation, maintenance, service and history of both building installed equipment and equipment commonly used to maintain facilities.	Retain until removal and disposal of installed equipment and then destroy.  EVT and then destroy	PII-No	Confidential No	
FAC00055	<b>Building Maintenance/-Warranty Files</b>	Documents the manufacturer's/vendors warranty to replace and or/repair defective materials or equipment.	Retain 1 year after the warranty expiration and then destroy.	PII-No	Confidential No	

RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
			EVT+1 year and destroy			
<b>FAC00056</b>	<b>Equipment Maintenance-Maintenance Report</b>	Document s the status of equipment in use by the agency.	Retain 1 year and then destroy  CR+1 year and destroy	PII-No	Confidential No	
<b>FAC00057</b>	<b>Physical Plant Monitoring and Inspection Reports</b>	Records documenting the operation of all facets of facilities-HVAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components..	Retain for 6 years and then destroy.  CR+6 years-destroy	PII-No	Confidential No	Chiller logs and inspection reports of boilers and elevators. See PSC Records Retention Regulations for Electric, Gas and Water Utilities for additional items.
<b>FAC00058</b>	<b>Equipment Maintenance-Technical Reference and Maintenance Publications</b>	Collections of technical reference materials needed to use, maintain supply and repair agency owned equipment.  Note: These are non-records under the State Records management law. The category is included for informational purposes only.	Retain until publication superseded or equipment disposed of whichever is sooner and then destroy.  EVT and then destroy	PII-No	Confidential No	
<b>FAC00059</b>	<b>Facility Related Check Out/In Records</b>	Documentation of who signed out and accepted responsibility for use of state equipment and when the equipment was returned.	Retain 3 months after equipment returned and then destroy  EVT+3 months and then destroy.	PII-Yes	Confidential No	Use for items such as projectors, easels, boards, laptop computers.
<b>FAC00060</b>	<b>Agency Building Leases and Tenant Information</b>	Files that document negotiations for and completion of leases for space.  The agency file typically contains detailed information on day to day operations of buildings not sent to	Retain 6 years after (event) expiration of the lease or final payment, whichever is later	PII-No	Confidential No	Leases, correspondence, with owners, other tenants or DOA and lease approvals from DOA, copies of fiscal documents such as lease invoices and requests for

RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
		DOA.	and then destroy.  EVT+6 years-destroy			maintenance and repairs.
FAC00061	<b>Space Allocation and Project Planning Information</b>	Space allocation plans and related documentation which may include the final requests, working papers such as budgets, project plans, space estimates, justifications, specifications, quotations for projects or furniture, copies of building plans, floor layouts, and supporting documentation from DOA (where applicable). Also includes the current space allocation plan.	Retain 1 year after (event) date the space is vacated or planning documents are superseded and then destroy.  EVT+1-destroy	PII-No	Confidential No	
FAC00062	<b>Parking Permits</b>	Parking Permit applications maintained by the Division of State Facilities and designated agency parking coordinators.  In non-DOA Managed facilities no records would be maintained by DOA.	Retain 1 year after (event) date parking space is canceled or superseded and then destroy.  EVT+1 year-destroy	PII-Yes	Confidential No	
FAC00063	<b>Parking Permit Assignment</b>	Documentation maintained by parking coordinators of assignment of those parking spaces that are assigned.  Some agencies may use the application files for this purpose and therefore do not create a separate series for this purpose.	Retain 6 months after (event) date permit is cancelled or superseded and then destroy  EVT+6 months-destroy.	PII-Yes	Confidential No	DOA Division of State Facilities allocates parking spaces for state owned buildings. State agencies (leased space) and UW institutions have parking offices that perform the same function.

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Description</b>	<b>Minimum Retention and Disposition</b>	<b>PII</b>	<b>Confidential</b>	<b>Use Case/Example</b>
<b>FAC00064</b>	<b>Parking Related Wait Lists</b>	Documentation of people waiting for a personally assigned parking space.	Retain current list (no history). Destroy prior lists when superseded by current list.  EVT-destroy	PII-Yes	Confidential No	May be maintained on agency intranets.
<b>FAC00065</b>	<b>Parking Citations-DOA Only</b>	Parking citations issued by State Capital Police.	Retain 2 years after citation either paid or citation closed and then destroy.  EVT+2 years-destroy	PII-Yes	Confidential Yes Wis. Stat. 19.36 (2)	Parking citations received from non-state operated police departments would not be covered by this series. The legal entity issuing the citation should have a retention policy. This is the retention in current DOA RDA#199.
<b>FAC00066</b>	<b>Fuel Use/Power Created Related Records</b>	Data and related reports on coal, natural gas and other fuels used. Output reports on steam, chilled water, and electricity produced.	Retain for 6 years and then destroy.  CR+6 years-destroy	PII-No	Confidential No	
<b>FAC00067</b>	<b>Material Data Safety Sheets (MSDS)</b>	OSHA requires manufacturers and importers of hazardous chemicals to distribute MSDS's. State agencies that use such chemicals must have a MSDS in the workplace for each hazardous chemical they use. Employers may accept the content of an MSDS from a supplier unless they know it is incorrect. However the employer must ensure that an MSDS is available for each hazardous chemical and that it contains all of the required information. If an MSDS is not received the employer must contact the supplier to request one. If the information is not received, OSHA should be contacted for assistance.	Retain a current MSDS for each hazardous chemical used for 30 years and then destroy  CR+30 years-destroy	PII-No	Confidential No	MSDS sheets must be accessible to staff who work with the materials.  For office facilities there are only a few MSDS sheets for such items as cleaning supplies. Laboratories, garages and other specialized facilities have many MSDS's.
<b>FAC00068</b>	<b>Chemical Application Records-Pesticide Use</b>	Records that document the application of chemicals with potential long term health consequences such	Retain for 3 years after the date of application and	PII-No	Confidential No	

RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
		<p>as lawn fertilizer.</p> <p>OSHA requires manufacturers and importers of hazardous chemicals to distribute MSDS's. State agencies that use such chemicals must have a MSDS in the workplace for each hazardous chemical they use. Employers may accept the content of an MSDS from a supplier unless they know it is incorrect. However the employer must ensure that an MSDS is available for each hazardous chemical and that it contains all of the required information. If an MSDS is not received the employer must contact the supplier to request one. If the information is not received, OSHA should be contacted for assistance</p>	<p>then destroy</p> <p>EVT+3 years-destroy</p>			
<b>FAC00069</b>	<b>American with Disabilities Act (ADA) Facility Reviews`</b>	<p>Records cover ADA inspections, investigations, complaint investigations, facility logs and reports regarding ADA compliance relating to facilities and structures. This series may also include ADA compliance background information and correspondence related to audits.</p>	<p>Retain for 6 years after (event) close of review or audit and then destroy.</p> <p>EVT+6 years-destroy</p>	PII-No	Confidential No	
<b>FAC00070</b>	<b>Designation of Agency facility Coordinators.</b>	<p>Designation of agency facility coordinators in state owned and leased buildings.</p> <p>For DOA managed buildings this is required in the Building Tenant Manual.</p> <p>Responsibilities of Agency Coordinators detailed in the DOA Building Tenant Manual.</p>	<p>Retain current list-supersede and destroy</p> <p>EVT+destroy</p>	PII-Yes	Confidential No	
<b>Security Related Records Series</b>						

RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
FAC00080	<b>Building Admittance Passes ; Visitor Logs- Access Cards-Detail on Card Activity-General Use Facilities</b>	<p>Documentation of assignment of temporary building access. Also manual or automated logs documenting who was granted access to facilities or secure areas within a facility.</p> <p>Detailed data on the date; time and specific doors opened by specific cards.</p>	<p>Retain for 1 year and then destroy.</p> <p>CR+1 year and then destroy Note: If an investigation is underway or imminent these records should be held from routine destruction.</p>	PII-Yes	Confidential No	<p>DOA Security Access Management System may provide functionality in this area. DOA Capital Police has an RDA #235 that could be superseded by this GRS</p> <p>Vendor/Contractor off hour access to DOA facilities requires the written permission of DOA per the Building Tenant Manual.</p>
FAC00081	<b>Building Admittance Passes; Visitor Logs; Access Cards-Detail on Card Activity High Security Facilities and or High Security Areas</b>	<p>Documentation of assignment of temporary building access. Also manual or automated logs documenting who was granted access to facilities or secure areas within a facility.</p> <p>Detailed data on the date; time and specific doors opened by specific cards</p> <p>Agencies have discretion in determining which facilities and areas to designate as high-security.</p>	<p>Retain for 3 years and then destroy.</p> <p>CR+3 years-destroy</p> <p>Note: If an investigation is underway or imminent these records should be held from routine destruction.</p>	PII-Yes	Confidential No	

<p><b>FAC00082</b></p>	<p><b>Monitoring and Surveillance Recordings</b></p>	<p>Monitoring and surveillance recordings that document incidents that may lead to claims against the governmental unit.</p> <p>Monitoring and surveillance recordings showing no discernable incidents.</p>	<p>Retain for 120 days and then destroy.</p> <p>Retain only until no longer needed and then reuse or destroy.</p>	<p>PII No</p>	<p><b>Confidential No</b></p>	<p>Note 120 days is the time within which a claim may be filed against an agency. [See ss. 893.80 and 893.82(3), Stats.]</p> <p>Note: As with all public records, if the monitoring or surveillance record is required for any legal or program purpose, including open records requests, claims or litigation holds, the record must be retained until no longer needed to meet the legal or program requirement.</p> <p>Note: In order to avoid premature destruction of a monitoring or surveillance record, agencies should have adequate procedures in place to ensure that requests for the record, or an agency's legal or program need for the record, is communicated in a timely manner to the appropriate agency personnel.</p>
<p><b>FAC00083</b></p>	<p><b>Access Cards, Keys, Identity Badges/Name Plates and Photo Identification- Documentation of Assignment</b></p>	<p>Documentation of assignment of access cards, keys, identity badges, name plates and/or photo identification as an employee or contractor.</p> <p>DOA is implementing a Security Access Management System to keep track of keys and access cards. If this system is not available supervisors should keep track of individual keys/access cards using some type of check sheet which is typically maintained in the supervisor's copy of the P-file.</p>	<p>Retain for 6 months after (event) date the card/key is returned or reported lost and then destroy</p> <p>EVT+ 6 months-destroy</p>	<p>PII- Yes</p>	<p>Confidential No</p>	<p>Photo ID in either or both print or digital format if maintained by an agency.</p>

FAC00084	<b>Input forms for Access Cards, Keys, Badges, Name Plates or Photo Identification</b>	<p>Input forms requesting access cards, keys, badges and or photo identification.</p> <p>See Facilities Access Cards and Building Keys section of the Building Tenant Manual.</p>	<p>Retain for 1 month after request is completed and then destroy.</p> <p>CR+1 month-destroy</p> <p>These forms have no value once the request has been processed.</p>	PII-Yes	Confidential No	
FAC00085	<b>Administrative Records-Building Security</b>	<p>Reports, memoranda, correspondence, copies of policies and procedures, background materials and related records used by agencies to support administration of building security programs.</p>	<p>Retain the file until after (event) the date the items are obsolete or no longer needed and then destroy</p> <p>Destroy copies, drafts and routine materials when no longer needed.</p> <p>EVT-destroy</p>	PII-No	Confidential No	
FAC00086	<b>Security or Incident Reports</b>	<p>Documents incidents or unusual occurrences on state property including incident reports and documentation of any follow-up investigation.</p> <p>Per the DOA Building Tenant Manual damage to, or loss of personal property should be reported to Building Management.</p> <p>This file would be a source document for a file each police department would have if they were called in to investigate. Capital Police retains incident case files for 20 years after case closed per RDA#171.</p>	<p>Retain 3 years after (event) date the investigation is closed or forwarded to the police and then destroy.</p> <p>EVT+3 years-destroy</p>	PII-Yes	Confidential-No	Each agency has policies and procedures as to reporting and documenting incidents or unusual occurrences.

FAC00087	<b>Critical Incident Management Plan and Related Documents.</b>  Detailed information that feeds into the official Continuity of Operations Plan.	Critical incident management plans, local site security plans, local emergency action plans, division and/or program area disaster recovery/business resumption contingency plans and other similar documents.	Retain 3 years after the (event) date the plan is superseded and then destroy.  EVT+3 years-destroy and destroy confidential.	PII-Yes	Confidential-Yes  Wis. Stat. 19.36(9)	
<b>Health, Safety and Risk Management Related Records Series. Note: Some of these series should be moved or cross referenced to a statewide Risk Management General Records Schedule when such a schedule is developed.</b>						
FAC00100	<b>Health ,Safety or Fire Code/Regulations Variances</b>	Agency requests for relief from health, safety or fire standards and regulations and records of approved variances.	Approved Requests: Retain for 3 years after (event) date the variance is no longer in effect and then destroy.  Not approved requests: Retain for 3 years after (event) the date of disapproval.  EVT+3 years-destroy	PII-No	Confidential No	
FAC00101	<b>Health, Safety or Fire Code Compliance Records-Inspections, Drills, and Reports-No Violations</b>	Health, safety or fire safety inspections, complaints, violation correction plans, fire drill records and reports that document compliance with applicable fire prevention and building codes.	Retain for 3 years and then destroy.  CR+3 years-destroy	PII-No	Confidential No	
FAC00102	<b>Health, Safety and Fire Code Compliance Records-Inspections, Drills, and Reports-Violations</b>	Health, safety or fire safety inspections, complaints, violation correction plans, fire drill records and reports that document compliance with applicable fire prevention and building codes.	Retain for 3 years after (event) end of the year the violations are corrected and the subsequent re-inspection and then destroy.  EVT+3 years-destroy	PII-No	Confidential No	Note: This category was created to address the concerns of the DOA State Safety Officer.

<b>FAC00103</b>	<b>Health, Safety or Fire Code Compliance Certificates</b>	Health, Safety or Fire Code Compliance Certificates	Retain for 3 years after (event) date the certificate expires and then destroy.  EVT+3 years-destroy	PII-No	Confidential No	
<b>Cemeteries (state owned/operated)</b>						
<b>FAC00120</b>	<b>Grave Registration Records</b>	Records that describe who is buried, the date of death, interment and location of the remains.	Permanent	PII-Yes	Confidential-No	
<b>FAC00121</b>	<b>Documentation for Burial at State Veteran's Cemetery</b>	The following documents are required : For veteran-Military Discharge (DD214) Spouse-Copy of legal marriage certificate -Dependent Child-Copy of birth certificate or legal adoption papers -Proof of Wisconsin residency -Final Disposition papers and copy of the death certificate -Applicable fees, if any  Note: Applicable fees would be covered under the Fiscal and Accounting RDA # 90000021 Retain FIS+6 years for official 1 year for copies	Retain for 10 years after interment and then destroy-confidential  EVT+10 years and destroy confidential	PII-Yes	Confidential-No	

## DOA FACILITY RELATED APPLICATIONS AND SERVICES USED BY STATE AGENCIES

### 1. WISBUILD

WisBuild is an in-house developed extranet web application used as a collaborative tool for managing building projects under the State of Wisconsin's capital building program. Two key functions of WisBuild include construction change management and vendor payment request processing.

For a brief overview, see the slideshow entitled, [Intro to WisBuild at . http://wisbuild.doa.state.wi.us/](http://wisbuild.doa.state.wi.us/)

See RDA's FAC00011-Construction Project File; FAC00012-Construction Project File-Historically Significant Facilities; FAC00014-Unsuccessful Bids and Unsolicited Proposals as well as Fiscal and Accounting series related to capital accounting.

### 2. WALMS

The Wisconsin Asbestos and Lead Management System (WALMS) is a web-based database designed for use by Wisconsin DOA Division of State Facilities, State Agency personnel, as well as select consultants. For each building in the Wisconsin State Facilities list, this centralized management system allows both data entry and reporting of information gathered during asbestos and lead-based paint surveys. This information includes:

- Asbestos containing materials (ACM) and non-ACM materials lists by building and by floor
- Homogeneous materials
- Floor plans
- Abatement cost estimates

See RDA FAC00013-Asbestos and Hazardous Material and Environmental Remediation Case File.

### **3. FACILITIES MANAGEMENT INFORMATION CENTER (FMIC)**

The DSF Facilities Management Information Center (FMIC) provides centralized support for DSF's Bureau of Facilities Management. Specifically, FMIC provides the following services:

- Call Center -- Provide tenants centralized facility maintenance support for all DOA-owned facilities
- Work Order Dispatching -- Dispatch work order requests (preventative and corrective) from tenants to facility management shops
- CMMS -- Provide computerized maintenance management system (CMMS) software support to record all work order data, including status and cost to complete.

The information center is staffed weekdays from 7:30 am until 4:30 pm. Emergency situations such as safety hazards, burning smells, leaks, plugged toilets; etc should be reported directly to the information center by calling (608) 266-1485. If there is an emergency situation after hours, please report it to the Capitol Police at (608) 266-7700. All other requests for building services should be made through the web-based form.

See RDA FAC00051 Facility Maintenance Work Orders and Logs.