Redevelopment Authority of the City of Milwaukee

Resolution No.: **10460**
Adopted On: December 19, 2013
Project Area: Administration

Resolution authorizing the Redevelopment Authority to create a records management program.

Whereas, The Redevelopment Authority of the City of Milwaukee ("RACM") wishes to create a records program for the management of its records; and

Whereas, According to Wisconsin Statutes, Section 19.21(4)(c), a governmental entity may provide for the preservation, accessibility and retention of its records by virtue of a resolution; and

Whereas, All Wisconsin state and local governmental units must receive approval from the Wisconsin Public Records Board for records retention schedules of less than 7 years; and

Whereas, All Wisconsin state and local governmental units must provide the Wisconsin State Historical Society with 60-day advance notice of the destruction of any records; and

Whereas, Per Milwaukee Code of Ordinances, Section 320-31, the City of Milwaukee ("City") has a long-standing records management program in place that was established in 1956; and

Whereas, The City utilizes a formal committee to review and approve records retention schedules for its departments, agencies, boards and commissions prior to submittal to the State of Wisconsin for schedule approval and/or destruction notification; now, therefore, be it

Resolved, By the Redevelopment Authority of the City of Milwaukee, that the proper officials of the Authority are authorized and directed to administratively approve records retention schedules that it creates for similarly classified records for which the City has committee-approved schedules; and, be it

Further Resolved, That the Authority may choose to independently establish schedules that may be unique to its operation and in such cases, those schedules must be submitted to the RACM Board for its approval prior to submittal to the State of Wisconsin; and, be it

Further Resolved, That the Authority will submit all of its records retention schedules to the Wisconsin Public Records Board and the Wisconsin State Historical Society as referenced above in compliance with Wisconsin law.

CERTIFICATION

I certify that the forgoing is a true and exact copy of a resolution adopted by the Redevelopment Authority of the City of Milwaukee, WI on the date set forth above.

(seal)

David P. Misky
Assistant Executive Director – Secretary