

Records Management and Retention:

Current State-Approved Disposition Authority

I. General Records Schedules (GRS) Adopted by the District in Whole

Name of PRB General Records Schedule	Date on which District Received PRB Approval for Implementation*
<i>Wisconsin Public School District and Related Records</i>	
Wisconsin Municipal and Related Records	3/19/2024
Administrative and Related Records	3/19/2024
Budget and Related Records	3/19/2024
Fiscal and Accounting and Related Records	3/19/2024
Purchasing & Procurement and Related Records	3/19/2024
Risk Management and Related Records	3/19/2024
Human Resources and Related Records	3/19/2024
Payroll and Benefits and Related Records	3/19/2024
Facilities Management and Related Records	3/19/2024
Information Technology and Related Records	3/19/2024

* If the District withdraws its adoption of a General Records Schedule or if a District-adopted GRS is repealed by the Public Records Board (PRB), then either the District Administrator or a legal custodian of records, or their designee, will remove the GRS from the table above. A note may be made in Table IV.

II. General Records Schedules Adopted by the District in Part

Name of PRB General Records Schedule	Date on which District Received PRB Approval for Implementation*	Description of District Exclusions/Exceptions as Approved by the Public Records Board (or a cross-reference to such a description)

* If the District withdraws its partial adoption of a General Records Schedule or if the General Records Schedule in question is repealed by the Public Records Board, then either the District Administrator or a legal custodian of records, or their designee, will remove the GRS from the table above. A note may be made in Table IV.

III. Other District-Specific Approvals Obtained from the Public Records Board

Local Records Disposition Authority (RDA) Number	PRB-approved local RDA Title/Description	Date on which District Received PRB Approval for Implementation	Expiration (Sunset) Date of PRB Approval*

* If the District obtains an extension or renewal of the sunset date for an RDA listed in the table above, then either the District Administrator or a legal custodian of records, or their designee, will update the expiration/sunset date. If an approval expires without any extension or renewal, then the item will be removed from the table above. A note may be made in Table IV to document the relevant history.

IV. Additional Notes Related to Records Schedules, Records Management, and District Interactions with the Public Records Board

Date of Note	Note	Approved By*

* Notes that are added to, or removed from, the table above shall have the approval of either the District Administrator or a Board-designated legal custodian of District records.

Adoption Date:

January 24th, 2024

Revision Dates: