

DEPARTMENT OF ADMINISTRATION  
PUBLIC RECORDS BOARD  
PRB-001 (R 04/2010)  
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### Records Retention / Disposition Authorization

- Instructions for completion are provided on pages 2-3.
- In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.
- Field #1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number.
- Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original only to the PRB. Maintain an agency copy during the Board's review process.

1. Retention/Disposition Authorization # (RDA)	
Sequential Number 00049000	Suffix
2. Agency Number 455	3. Unit Number 204
4. RDA Status <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Sunset/Renewal <input type="checkbox"/> Closed/Superseded	

5. Agency Name  
Department of Justice

Division Name  
Law Enforcement Services

Subdivision Name  
Training and Standards Bureau

6. Record Series Title  
Recertification Training Records

7. Record Series Life Cycle Dates			8. Medium for Records Storage - Check all appropriate categories		
Year Created 1978	Year Discontinued	Year of Final Disposition	<input checked="" type="checkbox"/> Electronic/Digital	<input type="checkbox"/> Microform	<input checked="" type="checkbox"/> Paper
			<input type="checkbox"/> Other (Specify)		

9. Retention Time Period - Specify Actual Period					10. Event that Initiates the Start of the Retention Time Period		
Yrs 5	Mo	Wks	Days	Permanent <input type="checkbox"/>	Creation <input checked="" type="checkbox"/> (CR)	Fiscal <input type="checkbox"/> (FIS)	Other (Specify) <input type="checkbox"/>

11. Disposition

Destroy  Transfer to State Archives (WHS)  Transfer to Other Location (Specify)

Destroy Confidential  Transfer to UW Archives

12. Records Series Description

These records are for law enforcement officer annual recertification training as required by s. 165.85 (4) (bn) 1., and biennial vehicle pursuit training as required by s. 165.85 (4) (bn) 1m.; jail officer annual recertification training as required by s. 165.85 (4) (bn) 2.; and secure juvenile detention officer annual recertification training as required by s. 165.85 (4) (bn) 3.

Electronic records are maintained in Adobe PDF file format. All new recertification training records received on or after July 1, 2013, shall be maintained electronically.

Recertification training records are to be maintained for a period of 5 fiscal years (July 1 - June 30).

**APPROVAL SUBJECT TO 10-YEAR SUNSET. RESUBMITTAL REQUIRED PRIOR TO November 2022**

13. Records Contain Personally Identifiable Information (PII) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. Name of Agency Program Contact or Records Officer - Select appropriate title. Susan Gafner <input type="checkbox"/> Program Contact <input checked="" type="checkbox"/> Records Officer	
	Telephone (608) 266-5710	Email gafnersj@doj.state.wi.us

15. Records Series is Confidential or Access is Limited  Yes  No (If yes, enter Statute/Code)

16. APPROVAL SIGNATURES

[Signature] 9/20/12 [Signature] 09.20.2012  
Agency Official Date (mm/dd/ccyy) Agency Records Officer Date (mm/dd/ccyy)

PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced

[Signature] NOV 20 2012 [Signature] 12/3/12  
State Archivist Date (mm/dd/ccyy) Executive Secretary - PRB Date (mm/dd/ccyy)