**RECORDS DISPOSAL**

**AUTHORITY**

[Wisconsin Statute 16.61(4)](http://docs.legis.wisconsin.gov/statutes/statutes/16/III/61/4)

**GENERAL STATEMENT**

Written approval must be obtained prior to disposing of any Department record.  Under Wisconsin Law, all records maintained by DOC must be retained and destroyed based upon an applicable Records Retention/Disposition Authorization (RDA) issued by the State Public Records Board.  The Regional Chief is responsible for informing field staff about the RDAs applicable to their records.

**RECORD DISPOSAL PROCEDURE**

Current RDAs are posted on MyDOC:  On the opening MyDOC screen, key in “RDA” in the “Search Docs” box.  RDAs are listed in numerical order.

For questions about RDAs, contact the Department Records Management Compliance Officer at (608) 240-5575.

**T-FILE DESTRUCTION**

The destruction of DJC supervision files assigned a termination or “T” number occurs annually.  At the direction of the Department Records Officer, staff shall dispose of “T” files prior to a given date in accordance with the applicable RDA, and certify to the Records Officer the number of cubic feet of records disposed.

Documents containing health information must be destroyed in a confidential manner per Health Services Policy and Procedure 500:07, Retention and Destruction of Protected Health Information, Appendix A.