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RECORDS RETENTION ORDINANCE

Town of Pepin, Pepin County, Wisconsin

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RECORDS RETENTION ORDINANCE

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- I. **PURPOSE.** The purpose of this chapter is to establish a records retention schedule and authorize destruction of records pursuant to the schedule on an annual basis. Records custodians may destroy a record prior to the time set forth in the schedule if such record has been photographically reproduced as an original record pursuant to §16.61(7), Stats.
- II. **HISTORICAL RECORDS.** The State Historical Society of Wisconsin (SHSW) has waived the required statutory 60 day notice under §19.21(5)(d), Stats., for any record marked "W" (waived notice). SHSW must be notified prior to destruction of a record marked "N" (non-waived). Notice is also required for any record not listed in this chapter. "N/A" indicates not applicable and applies to any record designated for permanent retention.
- III. **UNLISTED RECORDS.** Unless the Public Records and Forms Board fixes a shorter period, any record not covered by this chapter or any other regulation or law shall be retained 7 years. In addition, prior to the destruction of and record not covered by this chapter or any other regulation or law, the required statutory 60 day notice under §19.21(5)(d), Stats. must be given to the State Historical Society of Wisconsin (SHSW).
- IV. **COMPUTER RECORDS** Provides information technology services for departments and stores records information electronically for departments. Record information stored electronically must be maintained pursuant to the guidelines established for the specific records enumerated in this Ordinance.
- V. **DEFINITIONS.**
 - A. "Legal custodian" means the individual responsible for maintaining records pursuant to Section 19.33 Stats.
 - B. "Record" has the meaning defined in §19.32(2), Stats.
- VI. **DESTRUCTION AFTER REQUEST FOR INSPECTION.** No requested record may be destroyed until after the request is granted or 60 days after the request is denied. If an action is commenced under Section 19.37, Stats., the requested record may not be destroyed until a court order is issued and all appeals have been completed. See Section 19.35(5), Stats.
- VII. **DESTRUCTION PENDING LITIGATION.** No record subject to pending litigation shall be destroyed until the litigation has been resolved.
- VII. **MICROFILMING OR OPTICAL DISK STORAGE OF DEPARTMENT RECORDS.** Departments may keep and preserve public records through the use of microfilm or optical disk storage providing that the applicable standards established in Sections 16.61(7) and 16.612, Wis. Stats. respectively are met. Departments should consider factors such as retention periods and estimated costs and benefits of converting records between different media in deciding which records to microfilm or store on optical disk. After verification paper records converted to either microfilm or optical disk storage should be destroyed. The retention periods identified in this ordinance apply to records in any media.
- VIII. **REVIEW AND APPROVAL BY PUBLIC RECORDS AND FORMS BOARD.** This chapter has been reviewed and approved by the Public Records and Forms Board.
- VIII. **RETENTION SCHEDULE.** The following records are maintained by the town and are subject to uniform regulation unless otherwise specified. The retention period and authority are listed with

each record.

<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>W-N-N/A</u>
A. GENERAL			
1. Any record subject to litigation, claim, audit or other action	Until permission to destroy obtained from Town Attorney		W
2. Correspondence	3 years		W
B. TREASURER			
1. General receipts and settlement receipts	7 years	59.715(17), Stats.	W
2. Municipal tax rolls (See also "Planning & Development")	15 years	59.717(2), Stats.	N
3. Balancing reports	3 years		W
4. Bank reconciliations	7 years		W
5. Outstanding checks	7 years		W
6. Check register	7 years		W
7. Deposit tickets	Current fiscal year plus 3 prior years		W
8. Bank credit/debit notices	Current fiscal year plus 3 prior years		W
9. Tax receipts	15 years	59.715(16), Stats.	W
10. Tax Calculation records	Current fiscal year plus 3 prior years		W
11. Special Assessment records	5 years after payment		W
12. All other receipts of county treasurer	7 years	59.715(17), Stats.	W
13. Real Property Work Sheets (Based on Assessment Work Roll)	Permanent		N/A
14. Tax Collection Records	7 years after payment		W
15. Board of Review records	7 years after final action or Completion of Appeal		W
C. TOWN CLERK			
1. Original papers, resolutions, ordinances & reports appearing in town board proceedings	6 years after date of publication	59.717(1), Stats.	N

2.	Journal of Proceedings	6 years after date of publication		N
3.	Committee minutes	6 years after date of publication	59.717(1), Stats.	N
4.	Taped Meeting Minutes	90 days after approval of written minutes		W
5.	Report of functional jurisdiction of roads	10 years or until next report received		W
6.	Town Road Map	Until next map received		W
7.	Town plats	3 years		W
8.	Town Development Plan	Until superseded		W
9.	Waste Management Plan	Until superseded		W
10.	Insurance records	7 years		W
11.	Municipal Borrowing Records	7 years after debt retired		W
12.	Permits	7 years after issuance		W

D. ELECTIONS

1.	Supervisory district plan and map Pre 1940 Post 1940	Until next apportionment	59.03 Stats.	N W
2.	Official bonds Pre 1940 Post 1940	6 years	59.715(8), Stats.	N W
3.	Oaths of office Pre 1940 Post 1940	7 years	59.715(19), Stats.	N W
4.	Election financial reports, election financial registration statements Pre 1940 Post 1940	6 years	7.23(1)(d), Stats.	N W
5.	Registration & poll lists Pre 1940- all Post 1940 - non-partisan primary or election - partisan primary or elections	2 years 4 years	7.23(1)(e), Stats.	N W W

6.	Federal election records other than registration cards				
	Pre 1940				N
	Post 1940	22 months		7.23(1)(f), Stats.	W
7.	Any election ballots				
	Pre 1940				N
	Post 1940	30 days after election		7.23(1)(h), Stats.	W
8.	Official election canvasses				
	Pre 1940				N
	Post 1940	10 years after election		7.23(1)(l), Stats.	W
9.	Election notices, proofs of publication & correspondence				
	Pre 1940				N
	Post 1940	1 year after date of election unless contested, then by court order		7.23(1)(j), Stats.	W
10.	All other election materials & supplies				
	Pre 1940				N
	Post 1940	90 days after election		7.23(1)(k), Stats.	W
11.	Records transferred by a registrant who submits a dissolution report after primary and general elections				
	Pre 1940				N
	Post 1940	3 years after their last election		10.74(8)(e), Stats.	W

F. PUBLIC WORKS AND CONTRACTS

1.	Purchase orders	7 years			W
2.	Contracts, leases, agreements, notices of taking bids	7 years after the last effective day thereof		59.715(10), Stats.	W
3.	Bids and proposals, successful	7 years after contract expiration			W
4.	Bids and proposals, unsuccessful	2 years after bid opening			W
5.	Construction plans for public buildings & bridges	Life of structure			N
6.	Warranty records	Life of product or end of warrant, whichever occurs first			W
7.	Equipment & furnishings inventories	Until superseded			W
8.	Property inventory	Until superseded			W

G. CLAIMS/LITIGATION

1. Claims paid by town & supporting papers	7 years	59.715(9), Stats.	W
2. Any record subject to litigation, claim, audit or other action	7 years after closure		W
3. General Liability and Property Damage Claims	7 years after closure		W
4. Workers Compensation and Liability Claims	7 years after closure		W

H. TOWN ATTORNEY

1. Case files/non-litigation	3 years		W
2. Case files/litigation	3 years after closure or when appeal time has run, whichever is longer or per SCR		W
3. Legal memos	7 years		W
4. Legal opinions	Permanent		N/A

I. HIGHWAY

1. Machinery, time sheets	1 year after machinery replaced		W
2. Permits	Permanent		N/A
3. State gas reports	3 years		W
4. Accident reports (copies)	7 years		W
5. Insurance reports (copies)	3 years		W
6. Stock control records	2 years		W
7. Fuel usage reports	3 years		W
8. Heavy equipment and vehicle inventory ledger	Until superseded		W
9. Vehicle maintenance histories	Life of vehicle		W
10. Vehicle usage reports	2 years		W
11. Relocation orders/maps	Retain latest revision		W

for each project

J. PERSONNEL

1.	Payroll registers, other payroll report, and social security and retirement earnings reports	10 years	W
2.	Withholding allowance certificates, employee wage and tax statements, and other tax records	7 years	W
3.	Time cards, attendance records, salary schedule	7 years	W
4.	Garnishment records	7 years	W
5.	Rough work papers used in payroll calculations	3 years	W
6.	Unemployment compensation records	3 years	W
7.	Retirement records	8 years after end of service	W
8.	Deferred compensation payment records	8 years after end of service	W
9.	Department training records	7 years	W
10.	Performance evaluations and medical records	6 years	W
11.	EEO-4 reports, obsolete job description and any personnel or employment records made or kept, including but not limited to application forms or test papers by applicants and other records or decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, and selection of training	6 years except where a charge of discrimination has been filed; all personnel records relevant to a charge or action shall be retained until final disposition of the charge or the action	W
12.	Union contracts and grievance, mediation and arbitration records	Permanent	N/A

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|---|---|---|
| 13. Individual employee personnel files | 8 years after end of service | W |
| 14. Directives and policies | 7 years after being updated or terminated | W |

Adopted at a duly called and noticed meeting of the Board of Supervisors of the Town of Pepin this 19th day of April, 1999.

Maria Quirk
Town Clerk

Attest:

Wayne Kosch
Town Chairman