

TOWN OF SCHLESWIG, MANITOWOC COUNTY, WISCONSIN
ORDINANCE 2013-04
RECORD RETENTION ORDINANCE
Passed on 12/12/2013

13.01 PURPOSE

The purpose of this Ordinance is to create a system of orderly control of public records, specifying the period of time records must be retained according to statute, and the method of disposing of obsolete records.

13.02: ABROGATION

It is not intended by this Ordinance to repeal, abrogate, annul, impair or interfere with any existing rules, regulations, Ordinances or permits previously adopted or issued pursuant to law. However, whenever this Ordinance imposes greater restrictions, the provisions of this Ordinance shall apply.

13.03: SEVERABILITY

Should any portion of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction the remainder of this Ordinance shall not be affected.

13.04 ADMINISTRATION

The provisions of this Ordinance shall be administered by the Town Board of the Town of Schleswig or its designee.

13.05 DESTRUCTION OF RECORDS

(a) Town officers may destroy the following non-utility financial records of which they are the legal custodians and which are considered obsolete, after completion of any required audit by the bureau of municipal audit or an auditor licensed under chapter 442 of the Wisconsin Statutes, but not less than seven years after payment or receipt of any sum involved in the particular transaction, unless a shorter period has been fixed by the state public records board pursuant to sec. 16.61(3)(e), Wis. Stats., and then after such shorter period:

- A. Bank statements, deposit books, slips and stubs.
- B. Bonds and coupons after maturity.
- C. Canceled checks, duplicates and check stubs.
- D. License and permit applications, stubs and duplicates.
- E. Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Fund.
- F. Receipt forms.
- G. Special assessment records.
- H. Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.


(b) Town officers may destroy the following utility records of which they are the legal custodians and which are considered obsolete after completion of any required audit by the bureau of municipal audit or an auditor licensed under chapter 442 of the Wisconsin

possession by means of microfilm or other photographic reproduction method. Such records shall meet the standards for photographic reproduction set forth in sec. 16.61(7)(a) and (b), Wis. Stats., and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of state law.


Adopted on:
December 12, 2013



Dennis Salzman, Chairman



Richard Glomski, Supervisor



Joseph Meyer, Supervisor

ATTEST:



Kristy Koenig, Town Deputy Clerk