

ORDINANCE NO: 65**AN ORDINANCE REGULATING THE DESTRUCTION OF OBSOLETE PUBLIC RECORDS**

The Town Board of the Town of Grand Rapids, Wood County, Wisconsin, pursuant to § 19.21 (4) Wisconsin Statutes does ordain as follows with regard to its Town Ordinances:

65.1 Purpose

The purpose of this Ordinance is to develop an appropriate balance between the benefit of retaining public records as long as possible and the physical/financial burden of maintaining such records.

65.2 Financial Records

Town officers may destroy the following records of which they are the legal custodians and which are considered obsolete, after completion of any required audit/review by the Bureau of Municipal Audit or an auditor licensed under Chapter 442 of the Wisconsin Statutes, but not less than seven (7) 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 § 16.61 (3) (e), and then after such shorter period.

- (a) Vouchers
- (b) Payroll records
- (c) Check Stubs
- (d) Bank Statements
- (e) Monthly Balance Reports
- (f) Personal Property Chargeback Reports
- (g) Monthly Mobile Home Reports
- (h) Tax Related Documents (Not to include the Tax Roll)
- (i) Tax Collections Reports
- (j) Loan Records
- (k) Receipts
- (l) Sales & Use Tax Records

65.3 Other Records

Town officers may destroy the following records of which they are the legal custodian and which are considered obsolete, but not less than seven (7) years after the record was effective unless another period has been set by statute, and then after such a period, or unless a shorter period has been fixed by the state Public Records Board pursuant to § 16.61 (3) (e) and then after such a shorter period:

- (a) Dog License Reports
- (b) Insurance Policies
- (c) Fire Department Daily Operations Reports
- (d) Equipment Bid Documents
- (e) Board of Review Documents

- (f) Beer & Liquor License Related Documents
- (g) Personal Property Blotters
- (h) Assessment Workroll (Not to include the Final Assessment Roll)
- (i) Affidavits of Publication
- (j) Public Works Permits
- (k) Road Project Bids
- (l) Election Records

65.4 Historical Society Notification

Prior to the destruction of any public record described in sections 65.2 & 65.3 at least sixty days' notice in writing shall be given the State Historical Society of Wisconsin.

65.5 When Authorized

This chapter shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state administrative regulations.

This ordinance shall take effect from and after the date of its passage and publication as provided by law.

HISTORY

**Adopted February 5, 2013
Resolution 2013-01**

Declaration/Ordinance/Resolution No

Dated

RESOLUTION NO: