

Chapter 172

DESTRUCTION OF OBSOLETE RECORDS

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ARTICLE I General Provisions (Revised 04-10-2014)

§172-1. Purpose.

The purpose of this ordinance is to establish a Town records retention schedule and authorize destruction of Town records pursuant to the schedule on an annual basis. Records custodians may destroy a record prior to the time set forth in the schedule only if such record has been photographically reproduced as an original record or converted to optical/digital disk format pursuant to s. 16.61(7), Wis. State Statutes.

Any record not converted by this ordinance or any regulation or law shall be retained seven (7) years in accordance with WI State statute 19.21(4)(b), unless the record is added by amendment *into* this ordinance and the shorter time period approved by the State Public Records Board, or said record is otherwise covered by other statutory requirements.

§172-2 Definitions.

1. Disposition/Destruction. Physical destruction of obsolete records by shredding or burning or, in the case of electronic records, by deleting from a computer hard drive and/or reformatting or destroying the tape(s)/disk(s)
2. Legal Custodian. Pursuant to the definition provided by WI State Statute 19.33.
3. Record. Any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. Record includes, but is not limited to, handwritten, typed or printed pages, books, papers, maps charts, photographs, films, recordings, tapes (including computer tapes), optical disk, electronically formatted documents, computer printouts, or other documentary materials.

Record DOES NOT include duplicate copies of materials the original copies of which are in the custody of the Town Legal custodian and which are maintained only for convenience and reference; drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his/her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

4. Retention and Disposition Schedule. A list of Town records, attached to and made a part of this Ordinance, which specifies the period of time the records must be kept until destruction and method of disposition.

§172-3 General Provisions.

A. Historical Records-Notification to State Historical Society of Wisconsin. As required by WI State Statute 19.21(4)(a), the State Historical Society of Wisconsin (SHSW) shall be notified prior to destroying records, with the except of any record designated "Waived" **in** the retention schedule unless the SHSW has waived the required statutory notice; or the record is designated for permanent retention with the original custodian.

B. Microfilming or Optical Imaging of Records. Public Records may be kept and preserved through the use of microfilm or optical/digital imaging, providing the microfilm or optical/digital imaging meets applicable standards for microfilm specified by WI State Statute 16.61(7) and for optical imaging specified by WI State Statute 16.612.

C. Destruction After Request for Inspection. No requested records shall be destroyed until after the request is granted or sixty (60) days after the request is denied. If an action is commenced under WI State Statute 19.37, the requested record may not be destroyed until after a court order is issued and all appeals have been completed as required by WI State Statute 19.35(5).

D. Destruction Pending Litigation. No record subject to pending litigation shall be destroyed until the litigation is resolved.

E. Destruction Pending Audit. No record subject to pending or active audit shall be destroyed **until** the audit is completed.

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.

§172-4 Utility Records.

Town officers may destroy the following utility records of which they are the legal custodians and which are considered obsolete after completion of any audit required by Wisconsin Statutes, subject to state Public Service Commission regulations, but not less than seven years after the record was effective unless a shorter period has been fixed by the state Public Records Board pursuant to statute, and then after such a shorter period,

except that water stubs, receipts of current billings and customer's ledgers may be destroyed after 2 years:

1. Water and wastewater and sanitary sewer billings, stubs and receipts.
2. Customer's ledgers.
3. Vouchers and supporting documents pertaining to charges not included in plant accounts.
4. Other utility records, after seven years, with the written approval of the State Public Service Commission.

ARTICLE II
Severability
(Revised 04-10-2014)

§172-4 Severability.

The several sections of this ordinance are declared to be severable. If any section or portion hereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

ARTICLE III
Effective Date
(Revised 04-10-2014)

§172-5 Effective date.

This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Town of Pleasant Springs Records Retention Schedule

Record Series	Retention	Authority	Notification
Accounts Payable- purchasing invoices/ vouchers/detail listing / vendor listing	CR + 7		Waived
Accounts Receivable- Invoices	CR + 3		Waived
Agenda	CR +7		Waived
Agreement, maintenance	Life of Project		Waived
Bids & Proposals, successful	EVT + 7: EVT =Contract Expiration		Waived
Complaints/Citizen Requests for Service	EVT + 2 months: EVT = Settlement		
Correspondence, general	CR+4		Waived
Meeting Packets	CR+7	s.59.52(4)(a)(12)	Waived
Service Receipts	CR+2		Waived
Studies- drafts	EVT + 8: EVT = Final draft is accepted		Waived
Studies- final draft	CR + 7		Notify
Town Board			
Affidavits of Publication	CR + 3		Waived
Affidavits of Publication/Posting for ordinances	Permanent	s. 61.50(1), 125.04(3)(g)	Not Applicable
Correspondence, board, clerk	CR + 7		Waived
Correspondence, non-board, clerk	CR + 3		Waived
Insurance Policies	Permanent		Not Applicable
Minute Book	Permanent		Not Applicable
Municipal Code Book, amendment working copies	CR + 3		Waived
Municipal Code Book, amendments	Permanent		Not Applicable
Ordinance Book	Permanent		Not Applicable
Petitions and Complaints, annexations and rezoning	Permanent		Not Applicable
Petitions and Complaints, General	CR+7		Waived
Resolution Book	Permanent		Not Applicable
Oath of Office	EVT + 5: EVT =Term of Service has ended		Waived
Legal Opinions			
Legal Opinions	Permanent	s. 62.09(12)(c)	Not Applicable
licenses and Permits			
Applications, dog	CR+4		Waived

Applications, establishments, accepted and rejected	CR + 4		Waived
Applications, general, accepted and rejected	CR+4	66.055	Waived
Applications, liquor and beer, accepted and rejected	CR+4	66.055	Waived
Business Licensing, other	CR+4		Waived
Operator Licenses	CR + 4: EVT = Expiration of License		Waived
Report of Dog Licenses to County Clerk	CR + 4	s. 60.755(6)	Waived
Municipal Borrowing			
Bond Payment Register	EVT + 7: EVT = Expiration or Payment of all outstanding matured bonds/ notes/coupons whichever is		Waived
Bond Procedure Record	EVT + 7: EVT = Expiration		Waived
Bond Register	EVT + 7: EVT = Expiration		Waived
Cancelled Bonds, Coupons, and Promissory Notes	EVT: EVT = Audited		Waived
Certificates of Destruction	EVT + 7: EVT = Expiration or Payment of all outstanding matured bonds/ notes/coupons whichever is later		Waived
Coupons and bonds	EVT + 3: EVT = Maturity		Waived
Real Property Titles			
Abstracts and Certificates of Title	Permanent		Not Applicable
Deeds	Permanent		Not Applicable
Easements	Permanent		Not Applicable
Leases	EVT + 7: EVT = Termination of Lease		Waived
Opinions of Title	Permanent		Not Applicable
Plats	Permanent		Not Applicable
Title Insurance Policies	Permanent		Not Applicable
Vacation or Alternation of Lease	Permanent		Not Applicable
Elections- *Note all destruction of election materials shall be pursuant to WI State Statute 7.23			
Election Campaign Finance Reports,	CR+6	7.23(1)(d)	Waived

Election Campaign Registration Statements	CR +6	7.23(1)(d)	Waived
Election Records and Supplies			
Applications for Absentee Ballots, federal	EVT + 22 months: EVT = Election	7.23(1)(g)	Waived
Applications for Absentee Ballots, non-federal	EVT + 3 months: EVT = Election	7.23(1)(f)	Waived
Ballots, federal	EVT + 22 months: EVT = Election	7.23(f)	Waived
Ballots, state, county, local	EVT + 3 months: EVT = Election	7.23(h)	Waived
Contents of Blank Ballot Box, unused ballots and materials	EVT + 3 days: EVT =Canvass is complete	7.23(a)	Waived
Detachable Record units on Electronic Voting Equipment	Reactivate 14 days after primary or 60 days after a general election	7.23(g)	Waived
Election Notices	EVT + 3 months: EVT = Election	7.23(1)(g)	Waived
Inspectors Statement	EVT + 3 months: EVT = Election	7.23 (l)(g)	Waived
Paper Ballots	EVT + 3 months: EVT = Election		Waived
Proofs of Publication and Correspondence relative to Publication, federal	EVT + 22 months: EVT = Election	7.23(f)	Waived
Proofs of Publication and Correspondence relative to Publication, non-federal	EVT + 3 months: EVT = Election	7.23(j)	Waived
Statement of Municipal Board of Canvass	Permanent		Not Applicable
Tally Sheets, including optech Tape	EVT + 3 months: EVT = Election	7.23(1)(g)	Waived
Voting Machine Recorders	Reactivate 14 days after primary or 60 days after a general election		Not Applicable
Nomination			
Certificate Listing Candidates nominated by Caucus	EVT + 3 months: EVT = Election		Waived
Voter Registration			
Active Registration Cards	EVT: EVT= Currently active elector		Waived
Cancelled Registration Cards	EVT + 4: EVT= Cancellation	7.23(1)(c)	Waived
Oaths, poll workers	EVT + 5: EVT =End of 2 year term		Waived
Poll Lists/Registration Lists, federal	4 Years after the election for which they were created		Waived

Poll Lists/Registration Lists, non-federal	2 Years after the election for which they were created		Waived
Voter Certifications	EVT + 3		Waived
Voter Serial Number Slips	EVT + 3 days: EVT = Canvass is complete	7.23(a)	Waived
Human Resources			
Employee files, active	EVT + 6: EVT=Termination		Waived
Employee files, retired	EVT + 6: EVT=End of Benefits		Waived
Employee Medical Files, adverse impact	EVT + 2: EVT =Settlement or Resolution		Waived
Employee Medical Files, exposed to hazardous materials	EVT + 2: EVT =Termination		Waived
Employee Medical files, general	CY + 2		Waived
FMLA Records	CY + 2	29 CFR 825.SOO(c)(4)	Waived
Grievances	Permanent		Not Applicable
Employee Benefits Policy	EVT: EVT=Superseded		Waived
I-9's	EVT + 1: EVT =Termination		Waived
Job Applications, non-hires	EVT + 1: EVT =application submittal	29 CFR 1627(3)(b)(3)(I)	Waived
Job Descriptions	EVT + 3: EVT =Superseded		Waived
Job Postings and Advertisements	EVT + 1: EVT = Posting	29 CFR 1627.3 (b)(I)(iii)	Waived
Performance Evaluations	CY+4		Waived
Personnel Records	EVT + 7: EVT =Termination		Waived
Special Projects	EVT: EVT =Project Complete		Waived
Time sheets	CY+2		Waived
W2's	CY + 6		Waived
Policy & Procedures Manual	EVT: EVT =Superseded		Waived
Worker's Compensation			
Certified Medical Records	EVT: EVT =Case Closed		Waived
Injury & Illness Record, OSHA-100, 102 & CA-49	CY + 5		Waived
Worker's Compensation Claims	EVT + 30: EVT=Termination	102.17(4)	Waived
Building Permits & Inspections			
Applications and permits	Permanent		Not Applicable
Building Plans, commercial and industrial	EVT + 1; EVT- Building Complete		Waived

Building Plans, Residential	EVT: EVT =Occupancy		
Certificates of Occupancy	Permanent		Not Applicable
Town Attorney's Case File, copy	EVT + 1: EVT=case closed		Waived
Code Compliance Insnoection Reports	Permanent		Not Applicable
Inspection Address File	Permanent		Not Applicable
Inspection Scheduling Slips	Permanent		Not Applicable
Inspections, rooming houses	Permanent		Not Applicable
Permit Cards, Building permits	Permanent		Not Applicable
Property Files	Permanent		Not Applicable
State approved commercial building plans	EVT: EVT=Life of Structure		Notify
Structure plans for munic. Bids and bridges	EVT: EVT=Life of Structure		Notify
Engineering Services			
Aerial Photographs	EVT: EVT =Superseded		Waived
Annexation Plats	Permanent		N/A
Annexation, ordinances and maps, working copies	EVT: EVT=Superseded		Notify
Assessment Ledger's	Permanent		N/A
Assessor's Plats	Permanent		N/A
Certified Survey Maps, originals	Permanent		N/A
Certified Survey Maps, unapproved	EVT: EVT =Approval		Notify
Final Subdivision Plats	Permanent		N/A
Plats, original	Permanent		N/A
Preliminary Subdivision Plats	EVT: EVT= Final Plat generated		Waived
Vacation or alteration of plat originals	Permanent		N/A
Planning			
Aerial Maps, quarter section	Permanent		N/A
Capital Improvement Projects Files	CR + 6		Waived
Census Data	CR + 10		Waived
Community Development Block Grant Files	EVT + 2: EVT=Life of Grant		Waived
Comprehensive Plan Master	Permanent		N/A
Plan Commission Files	Permanent		N/A
Renderings and Site Plans	Permanent		N/A
Zoning Appeals files	Permanent		N/A
Accounting			
Purchase Invoices	EVT + 7: EVT = Audited		Waived
Banking			
Cancelled Order Checks	FIS + 7		Waived
Check Register	FIS + 7		Waived
Duplicate Deposit Tickets	EVT + 1: EVT = Audited		Waived

Investment	FIS+ 7		Waived
List of Outstanding Checks	CR + 7		Waived
Receipt Journal	CR + 15		Waived
Bank Deposits	CR + 7		Waived
Bank Statements / Reconciliations	CR + 7		Waived
Budgets and Audits			
Audit files, back-up	CY + 3	s.77.59(3)	Notify
Audit Reports	Permanent		N/A
Budget Worksheets	FIS+ 3		Waived
Final Budget	Permanent		N/A
Payroll			
Annual Report of Federal Income Tax Withheld, W-3	CR+5		Waived
Cancelled Payroll Checks	EVT + 5: EVT=Superseded		Waived
Employee Earnings Records	CR + 5		Waived
Employee's WI Withholding allowance, WT-4	EVT + 5: EVT=Superseded		Waived
Employees Withholding allowance certificates, W-4	EVT + 5: EVT=Superseded		Waived
Employer's Annual Reconciliation of WI income WH, WT- 7	EVT + 5: EVT=Audited		Waived
Federal Tax Deposit Receipts	EVT + 5: EVT=Audited		Waived
Payroll Check Register	EVT + 5: EVT=Audited		Waived
Payroll Distribution Record	EVT + 5: EVT=Audited		Waived
Quarterly Federal Income Tax Report, 941	EVT + 5: EVT=Audited		Waived
Quarterly Report, Payroll Summary	EVT + 5: EVT=Audited		Waived
Report of WI Income Tax withheld, WT-6 Receipts	EVT + 5: EVT=Audited		Waived
WI Quarterly report of Wages Paid	EVT + 5: EVT=Audited		Waived
Wage and Tax Statements	EVT + 5: EVT=Audited		Waived
Posted Ledger			
General Ledger	CR + 15		Notify
Financial Reports	CR+ 6		Notify
Trial Balance	EVT: EVT=Audited		Waived
Public Works			
House number and address change file	Permanent		N/A
Permits	CR+ 3		Waived
Special Assessment Calculations	CR + 2		Waived
Street Highway Aids Program Record	EVT + 7: EVT =Audited		Waived

Street Vacations and Dedications, copies	EVT: EVT =Active Reference Life		Waived
Contracts			
Bid Bond, successful bids	EVT + 7: EVT = Life of Project		Waived
Bid Tabulations	CR + 2		Waived
Contracts	EVT + 7: EVT = Life of Project		Waived
Notice to Contractors, successful bids	EVT + 7: EVT = Life of Project		Waived
Performance Bond	EVT + 7: EVT = Life of Project		Waived
Parks and Recreation			
Reservation Requests, Receipt	EVT + 7: EVT =Audited		Waived
Equipment Records, maintenance and repairs	EVT: EVT = Life of Asset		Waived
Equipment Specifications	EVT: EVT = Life of Asset		Waived
Equipment and Maintenance	CR+ 6		Waived
Project Files			
As-built tracings	EVT: EVT =Life of Project		Notify
Blueprints	EVT: EVT =As build tracings complete		Waived
Master Project Files	EVT + 20: EVT = Project completed		Notify
Streets and Highways			
Complaint ledger	CR+2		Waived
Fuel Usage reports	EVT + 2: EVT= Audited		Waived
Vehicle Maintenance histories	EVT:EVT = Life of vehicle		Waived
Board of Review			
Form of Objection to Property Assessment and Supporting documentation	EVT + 7: EVT = Final action of board or completion of appeal	s. 70.47 (8)(f)	Waived
Minute Book	CR+7	s. 70.47 (8)(f)	Notify
Notice of Determinations of the Board of Review	EVT + 7: EVT = Final action of board or completion of appeal		Waived
Proceedings of the Board of Review on Audio Tapes or as Stenographic Notes including any transcriptions thereof	EVT + 7: EVT = Final action of board or completion of appeal	s. 70.47 (8)(f)	Waived
Property Assessment			
Assessor's Final Report	CR + 5		Waived
Assessor's Personal Property Summary Worksheet	CR+ 5		Waived

Final Personal Property Assessment Roll	CR + 15: provided "no assessment roll containing forest crop acreage may be destroyed without prior approval of the secretary of revenues. 19.21(5)(a)		Waived
Occupational Tax Returns	CR + 5		Waived
Personal Property Worksheets / Farmers & personal property not used for the production of income	CR+ 5		Waived
Report of Inventory Location	CR+5		Waived
Request for exemption of Merchandise in Storage	CR+ 3		Waived
Statement of Merchandise exempted	CR+ 3		Waived
Aerial Photographs	EVT: EVT=Superseded		Waived
Assessor's Final Report	CR+ 5		Waived
Assessor's Final Report Supplement	CR + 5		Waived
Assessor's plats	Permanent		N/A
Building Permit reports, copies	EVT + 1: EVT = Information transferred to the master property record folder		Waived
Certificate of ORAP Valuations	CR+ 10		Waived
Certified Surveys	Permanent		N/A
Deeds, copies	EVT + 1: EVT = Information transferred to the master property record folder		Waived
Final Real Property Assessment Roll	CR + 15: provided "no assessment roll containing forest crop acreage may be destroyed without prior approval of the secretary of revenue	s. 19.21(5)(a)	Waived
Final Statement of Assessment	Permanent		N/A
Index to Owners	EVT: EVT=Superseded		Waived
Master Property Record Folders	EVT + 5: EVT =Life of Structure		Notify
Notice of Increased Assessment, appealed	EVT + 7: EVT = Final action of board or completion of appeal		Waived

Notice of Increased Assessment, non-appealed	CR+5		Waived
Plats	Permanent		N/A
Statement of Assessment	EVT: EVT=Life of Assessment		Waived
Tax Exemption Reports	CR + 10		Waived
Wisconsin Real Estate Transfer Returns	EVT + 5: EVT = Information transferred to the master property record folder	s. 77.23	Waived
Special Assessments			
Certified Special Assessment Roll	EVT + 7: EVT =All assessments are collected		Waived
Report on Special Assessment Project	CR + 2: provided a copy of the report is on file with the public works project records		Waived
Special Assessment Payment register	EVT + 7: EVT =All assessments are collected		Waived
Statement of New Special Assessments	EVT + 5: EVT =Audited		Waived
Waiver of Special Assessment Notice and hearing, no resolution	CR+ 1		Waived
Waiver of Special Assessment Notice and hearing, resolution approved	EVT + 1: EVT= final resolution approved		Waived
Tax Calculation			
Certificates of Apportionment	EVT + 3: EVT =Audited	s. 60.756(1)	Waived
Explanation of Property Tax Credit Certification, PC-201a	EVT + 5: EVT =Audited		Waived
Final Worksheet for Determining Allowable levy	EVT + 5: EVT =Audited		Waived
Personal Property Tax Roll	CR + 15: postponed or delinquent taxes may be transferred to the county treasurer		Notify
Real Estate Property Tax Roll	Record is transferred to County Treasurer		Waived
State Shared Aid Payment Notice	EVT + 6: EVT =Audited	s. 79.03, 79.16, 79.20, 70.996, 14.58(10)	Waived
Statement of New Special Assessments	EVT + 5: EVT =Audited		Waived

Statement of Sewer Service Charges	EVT + 5: EVT = Audited		Waived
Statement of Taxes	Permanent		N/A
Tax Levy Certification of the School District Clerk	EVT + 3: EVT =Audited		Waived
Tax Collection			
Tax Corrections and Refunds	CR+4		Waived
Escrow Account List	EVT: EVT =Superseded		Waived
Municipal Treasurer's Settlement	EVT + 5: EVT = Audited		Waived
Personal Property Tax Roll	CR+ 15		Notify
Receipt Stub Book	EVT + 7: EVT =Audited		Waived
Statement of Taxes remaining unpaid	Retain with Tax Roll		Waived
Tax Collection Blotters	EVT: EVT =Audited		Waived
Tax Settlement Receipt	EVT + 5: EVT - Audited		Waived

