

<u>2.90.040 Beaver Creek Reserve.</u>				
	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Health histories and treatment records	3 years	HFS 175.13 (4) Admin. Code	W
B.	Daily inventory sheets	3 years and after audit		W
C.	Receipt book (Ord. 135-02 Sec.1, 1991; Ord. 132-100 Sec.2, 1989; Ord. 132-62 Sec.1, 1988)	3 years		W

<u>2.90.060 Child support.</u>				
	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Expenditure reports & supporting documentation	4 years; or until all litigation, claims or audit findings resolved and final action taken, whichever is later.	45 CFR §74.53	W
C.	Closed IV-D cases	3 federal fiscal years after year of closure	45 CFR §74.53	W
D.	Closed IV-D cases where a legal action taken by IV-D agency (Ord. 154-22, Sec. 2, 2011; Ord. 143-82; 1999; Ord. 137-115, Sec.1, 1994; Ord. 135-02 Sec.1, 1991; Ord. 132-62 Sec.1, 1988).	6 years	Wis. Stat. ch. 893	W

<u>2.90.070 Corporation Counsel.</u>				
	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Case files/non-litigation	3 years		W
B.	Case files/litigation	3 years after closure or when appeal time has run, whichever is longer or per SCR		W
C.	Legal memos	7 years		W
D.	Legal opinions (Ord. 135-02 Sec.1, 1991; Ord. 132-62 Sec.1, 1988)	Permanent		N/A

2.90.080 County Clerk.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Notices of tax apportionment from secretary of state	3 years	§59.52(4)(a.)1.	W
B.	Copies of notices of tax apportionment sent to local taxing districts	3 years	§59.52(4)(a.)2.	W
C.	Records of county claims forwarded to DNR	1 year	§59.52(4)(a.)3.	W
D.	List of town, city & village officers certified to county clerk	After date of expiration of term listed	§59.52(4)(a.)4.	N
E.	Illegal tax certificates charged back to local tax districts	3 years after charging back	§59.52(4)(a.)6.	W
F.	Notices of application taking of tax deeds & certification of non-occupancy, proofs of service & tax certificates filed	15 years	§ 59.52(4)(a.)7.	W
G.	Claims paid by county & supporting papers	7 years	§59.52(4)(a.)9.	W
H.	Reports of town treasurers- on dog licenses sold & records of dog licenses issued.	3 years	§59.52(4)(a.)11.	W
I.	Copies of receipts issued by treasurer	4 years or until audited, whichever is earlier	§59.52(4)(a.)12.	W
J.	Oaths of office	7 years	§59.52(4)(a.)17.	W
K.	Marriage license applications & supporting papers	10 years	§59.52(4)(a.)19.	W

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
L.	* Original papers, resolutions & reports concerning county board proceedings	6 years after date of publication	§59.52(4)(c).1.	W
M.	* Committee minutes	6 years after date of publication	§59.52(4)(c).1.	W
N.	Deeds	Permanent or listing of when & where recorded		N/A
O.	Abstracts & certificates of title, title insurance policies	Permanent or as long as land owned		N/A
P.	Apportionment maps	Until next census		W
Q.	Relocation orders/maps	Retain latest revision for each project		W
R.	Mill rate from towns	2 years		W
S.	Journal of Proceedings	6 years after date of publication		N
T.	Canceled voter registration cards	4 years after cancellation	§7.23(1)(c)	W
U.	Election financial registration statements & reports	6 years	§7.23(1)(d)	W
V.	Registration & poll lists: non-partisan elections partisan elections	2 years after election 4 years after election	§7.23(1)(e)	W
W.	Federal elections records other than registration cards	22 months	§7.23(1)(f)	W
X.	Detachable recording units	14 days for primary and 21 days after any other election-clear or erase after transfer to a disk or other recording medium	§7.23(1)(g)	W

<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
Y. Electronic ballot tallies	22 months after date of election	§7.23(1)(g)	W
Z. Ballots	30 days after election	§7.23(1)(h)	W
AA. Official canvasses	10 years after election	§7.23(1)(i)	W
BB. Election notices & proofs of publication & correspondence	1 year after date of election unless contested, then by court order	§7.23(1)(j)	W
CC. All other election materials & supplies	90 days after election	§7.23(1)(k)	W
DD. Records transferred by registrants who submit dissolution reports after primary and general elections	3 years after their last election	§10.74(8)(h)	W

\* These records have historical value.

(Ord. 160-4, Sec. 1, 2016; Ord. 157-46, Sec 2, 2014; Ord. 145-76, Sec. 1, 2001; Ord.141-03, Sec.1, 1997; Ord. 135-02 Sec.1, 1991; Ord. 132-100 Secs.6-13, 1989; 132-62 Sec.1, 1988)

2.90.090 Courts. All records maintained by the clerk of courts, register in probate, juvenile court or juvenile intake office relating to juvenile court, and the family court commissioner shall be retained in compliance with Supreme Court Rules Chapter 72. Records not specified therein of a general county-wide nature shall be retained pursuant to 2.90.010.

<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A. Group care records	8 years after 18th birthday	HFS 57.08 or 59.07	W

(Ord. 154-16, Sec. 1, 2010; Ord. 146-03, Sec. 1, 2002; Ord.142-102, 1999; Ord. 135-02 Sec.1, 1991).

2.90.100 Information Systems. 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 departmental records and county-wide records enumerated in this chapter. (Ord.142-39 Sec.2, 1998; Ord. 135-02 Sec.1, 1991; Ord. 132-62 Sec.1, 1988).

2.90.110 District Attorney. The records retention/disposition authorization schedules for the district attorney approved by the Public Records Board will be followed. (Ord. 159-47, Sec. 1, 2016; Ord. 147-103, Sec. 15, 2004; Ord.141-03, Sec.2, 1997; Ord. 135-02 Sec.1, 1991; Ord. 133-74, Ord. 132-100 Secs.14&15, 1989; Ord. 132-62 Sec.1, 1988).

2.90.120 Extension.(Ord. 132-62 Sec.1, 1988).

2.90.130 Finance Department.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Certified special assessment roll	After assessment collected or 7 years, whichever is longer		W
B.	Statement of new special assessments	5 years		W
C.	Special assessment payment register	Until all assessments collected or 7 years, whichever is longer		W
D.	All accounts of county and books of account	7 years		W
E.	General ledger	15 years		W
F.	Bank statements	4 years		W
G.	Balancing reports	4 years		W
H.	Payroll registers, other payroll report, & social security & retirement earnings reports	10 years		W
I.	Withholding allowance certificates, employee wage and tax statements, and other tax records	7 years		W
J.	Time cards, attendance records, salary schedules	7 years		W
K.	Insurance records	7 years		W
L.	Garnishment records	7 years		W
M.	Rough work papers used in payroll calculations	3 years		W
N.	Unemployment compensation records	3 years		W

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
O.	Retirement records	8 years after end of service		W
P.	Deferred compensation payment records	8 years after end of service		W
Q.	Budget, vendor listing, Combined payables	3 years		W
R.	Investment Records	3 years		W
S.	Check register/treasurer	7 years		W
T.	Canceled bonds, coupons & promissory notes	Until audited		W
U.	Journal entries & any audits or journal entries	7 years		W

(Ord. 160-4, Sec. 2, 2016; Ord. 157.11, Sec. 1, 2013; Ord. 145-76, Sec. 2, 2001; Ord. 136-12, Sec.1, 1992; Ord. 135-02 Sec.1, 1991; Ord. 132-100 Sec.16, 1989; 132-62 Sec.1, 1988).

2.90.135 Highway Department.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Machinery, time sheets	1 year after machinery replaced		W
B.	Permits			
	1. Oversized load	1 year		W
	2. Driveway & utility	permanent		W
	3. Tourist oriented Directional signing	1 year after expiration		W
C.	State gas reports	3 years		W
D.	Accident reports (copies)	3 years		W
E.	Insurance reports (copies)	3 years		W
F.	Stock control records	2 years		W
G.	Fuel usage reports	2 years		W
H.	Heavy equipment and vehicle inventory ledger	Heavy equipment and/or vehicle until superseded		W
I.	Vehicle maintenance histories	Life of vehicle		W

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
K.	Vehicle usage reports	2 years		W
L.	Local road improvement program records	8 years		W
M.	Drug and alcohol testing	2 years		W
N.	County bridge aid documents	7 years after completion of project		W
O.	Report of functional jurisdiction of roads	10 years or until next report received		W
P.	Certified mileage lists	Until next list received		W
Q.	Award of damage for scenic rights	Until recorded		W

(Ord. 160-4, Sec. 3, 2016; Ord. 146-72, 2003; Ord. 145-76 Sec. 3, 2001; Ord.143-95, 2000; Ord.142-97, 1999; Ord.141-26 Sec.7, 1998; Ord.135-02 Sec.1, 1991; Ord.132-62 Sec.1, 1988).

2.90.140 Human Services.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Case records & other materials of all public assistance kept as required under Chapter 49	If no payments have been made for at least 3 years & a fact sheet & financial record retained per DHSS	§ 59.52(4)(a.)18.	W
C.	Juvenile examination records 48.59			W
D.	Open public assistance case records			W
	1. Records specified in DWD 18.03(1).	As long as case is open	DWD 18.03(1)	
	2. Records specified in DWD 18.03(3).	Until next certification period or 6 months after closing case if information duplicated in CARES. If not duplicated then 2.90.140 E. applies.	DWD 18.03(3)	
E.	Closed public assistance cases & denied cases			W
	1. Records specified in DWD 18.03(4).	3 years from date of closing	DWD 18.03(4)	
	2. Records specified in DWD 18.03(5).	Until DHFS instructs destruction	DWD 18.03(5)	

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
F.	Social service case files	7 years after case is closed	DHSS Memo (82-1A)	
	1. State required case documentation Initial contact sheet, Notice of Agency Action, Social Services Face Sheet, Social Services Agreement, Social Services Narrative, Financial Information, Any other records documenting client eligibility and activity			W
	2. State required & County developed case documentation Assessment or diagnostic forms, records & narratives, Social and medical histories, Copies of court reports pertinent to the case, Release of information forms, Client progress notes, Case review forms, Client or service agreements, Forms and documentation of eligibility or financial status	7 years after case is closed		
	3. Social Services records for cases not opened for services Applications, Referral actions not resulting in case opening, Miscellaneous requests and correspondence about individual clients from consumer and other agencies which do not result in case opening	1 year after final action/determination		

<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
G. 51.42/437 Treatment records	7 years unless minor, until 19 years of age or 7 years after treatment completed, whichever is longer	HFS 92.12(1)&(2)	W
1. Undergoing federal or state audit	Until completion of audit	HFS 92.12(3)	
2. Relating to legal actions legal action	Until completion of	HSS 92.12(4)	
H. Client collection files			W
1. Active client records	Active as long as liability exists except for inpatient mental services when 3 <sup>rd</sup> party sources are exhausted and it has been determined the responsible parties have a permanent inability or unlikely future ability to pay	HFS 1.06(3)(d)	
2. Inactive client records	5 years except where liability for inpatient mental health services remains, then 10 years after last transaction posted to the record	HFS 1.06(3)(e)	
I. Payee records	30 years		N/A
1. Year-to-Date General Ledger			
2. Check Register Report			
J. Case management files	7 years		W

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
K.	Payee fiscal records	7 years		W
	1. Audit Trails (weekly/monthly)			
	2. Canceled checks/bank statements/account signatures			
	3. Voucher support files (by date paid)			
	4. Voucher payment (including savings account vouchers/expired vouchers)			
	5. Check reconciliation reports/deleted check reports			
	6. Savings balance reports			
	7. Receipt books			
	8. Bank reconciliation Folders (work papers)			
L.	Child-placing agency records			W
	1. Individual case records for each child served & family	7 years after case closed	HFS 54.06(2)(a)2.	
	2. Individual foster home records for each foster home used by the agency, which includes signed applications and agreements	7 years	HFS 54.06(2)(a)3.	
	3. Individual records of studied adoptive applicants	7 years	HFS 54.06(2)(a)4.	
	4. Human resource records	7 years	HFS 54.06(2)(a)5.	
	5. Financial reports and audits	7 years	HFS 54.06(2)(a)6.	

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
	6. Licensing and certification records for in-home and family day care; adult family homes; foster homes; and group foster homes for children Application or other request forms Inspection and observation check lists, Correspondence, Other documentation relating to licensing or certification, Approved license or certificate	2 years after the license or certificate is no longer active		
	7. Licensing and certification records for above types of facilities where license or certificate was not approved.	1 year after final action/determination		
	8. Adoption records County agencies providing child welfare services under s. 48.56 or child-placing agencies licensed under §48.60, should follow the detailed procedures for adoption information search and disclosure detailed in HSS 53.	Permanent	HFS 53.07(1)	
M.	Third-party recovery records	one year after case closure Recommend microfilming essential information		W
N.	Fraud referral records	5 years after issue resolved or claim collected	Income maintenance manual Chapter 1.5.1	W
O.	Energy assistance records	6 years after case closed		W
P.	General relief records	6 years after case closed		W
Q.	Staff calendars	3 years		W
	(Ord. 157-46, Sec. 3, 2014; Ord. 154-10, Sec. 1, 2010; Ord. 151-10, Sec. 10, 2007; Ord. 150-16, Sec. 1, 2006; Ord. 147-97, 2004; Ord. 147-76, 2003; Ord. 146-03, Sec. 2, 2002; Ord. 145-76, Sec. 4, 2001; Ord.143-36 Secs.1-2, 1999; Ord.141-50 Sec.4; Ord.141-03 Sec.1, 1997; Ord.140-47, 1996; Ord.135-02 Sec.1, 1991; Ord.132-100 Secs.17-23, 1989; Ord.132-62 Sec.1, 1988).			

2.90.150 Maintenance.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Blueprints	Permanent or until building disposed of		W
B.	Shop drawings	Permanent		N/A
C.	Equipment & machine maintenance	Life of equipment		W
D.	Utility usage	5 years		W
E.	Inventory	Until superseded		W
F.	Receipts from county treasurer	4 years or until audited, whichever is sooner		W
G.	Keying list	Until superseded		W
H.	Material data sheets (Ord. 135-02 Sec.1, 1991; Ord. 132-62 Sec.1, 1988)	7 years after product used up		W

2.90.160 Medical examiner.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Homicide or suspicious deaths	75 years		W
B.	All other records (Ord. 135-02 Sec.1, 1991; Ord. 132-62 Sec.1, 1988)	7 years unless subject - to litigation and then until litigation resolved		W

2.90.170 Parks & Forest.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Master park plan	Until superseded		N/A
B.	Plats	Permanent		N/A
C.	Aerial photographs	Permanent		N/A
D.	Committee agendas & summaries	6 years		W

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
E.	Citation, violation notices & park usage records	2 years		W
F.	Guidebooks, trail	Until updated or no longer useable		W
G.	Wisconsin Conservation Corps projects/crew info.	3 years		W
H.	Annual work plans/annual reports	3 years		W
I.	Dam information	Permanent		N/A
J.	Equipment & vehicle registration reports	Until equipment & vehicles disposed of		W
K.	General information	Until updated		W
L.	Land acquisitions-deeds, abstracts	Permanent or until land disposed of		W
M.	Land Use Permits	Permanent		N/A
N.	Timber sale contracts (bid openings, etc.)	7 years		W
O.	Construction contracts	7 years		W
P.	County forest plan (15 year plan)	Until superseded	Wis. Stat. § 28.11(5)(a)	N
Q.	DNR agreements	7 years		W

(Ord. 157-46, Sec. 4, 2014; Ord. 156-38, Sec. 6, 2013; Ord. 146-03, Sec. 3, 2002; Ord. 145-76, Sec. 6, 2001; Ord. 135-02 Sec. 1, 1991; Ord. 132-62 Sec. 1, 1988).

2.90.180 Human Resources.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Department training records	8 years after end of service		W
B.	Performance evaluations and medical records	8 years after end of service		W
C.	EEO-4 reports, obsolete job descriptions 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, terms layoff or termination, terms of compensation, and selection of training	3 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
D.	Union contracts and grievance, mediation and arbitration records	100 years		N/A
E.	Individual employee personnel files	8 years after end of service		W
F.	Accident reports, non-workers compensation	8 years after end of service		W
G.	Directives and policies	7 years after being updated or terminated		W
H.	Employee exposure and medical records	Duration of employment plus 30 years	29 CFR §1910.1020	N/A
I.	Workers compensation record	12 years from the date of injury or death or last payment of compensation.	§102.17(4)	W
J.	Employment eligibility form I-9	1 year after termination, or 3 years after date of filing, whichever is later.		W

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
K.	Hearing related records (Ord. 159-13, Sec. 3, 2015; Ord. 151-43, Sec. 1, 2008; Ord. 151-23, Sec. 1, 2007; Ord. 151-10, Sec. 11, 2007; Ord. 145-76, Sec. 7, 2001; Ord.140-48, 1996; Ord.139-42; Ord.139-16, Sec.2, 1995; Ord. 137-99; 1994; Ord. 136-12, Secs.2-6, 1992; Ord. 135-02 Sec.1, 1991; Ord. 132-62 Sec.1, 1988).	12 years after end of service		W

2.90.190 Planning & Development

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Plats	Permanent		N/A
B.	Certified surveys	Permanent		N/A
C.	Assessors plats	Permanent		N/A
D.	Aerial photographs	Until superseded		N
E.	Final real property assessment rolls	15 years "No assessment roll containing forest crop acreage may be destroyed without prior approval of the secretary of revenue."	§59.52(4)(c)3.	W
F.	Permit application	Permanent		N/A
G.	Code compliance inspection reports	Permanent		N/A
H.	State approved commercial building plans	4 years		W
I.	Permit ledger	3 years		W
J.	Quarter section maps, copies	Until superseded		W
K.	Decisions & supporting documents of Bd. of Land Use Appeals	Permanent		N/A
L.	Hazardous waste manifests	Permanent		N/A
M.	Hazardous waste recycling Surveys	7 years	§NR 544.07	W
N.	Copies of notices to assessors Re lands sold & owned by county	3 years	§59.52(4)(a)13.	W

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
O.	U.S. Geological survey Maps received	Until next set of maps received		W
P.	Town plats (Ord. 160-4, Sec. 4, 2016; Ord. 159-13, Sec. 2, 2015; Ord. 157-46, Sec. 5; Ord. 146-03, Sec. 4, 2002; Ord.141-03, Sec.1, 1997; Ord. 137-99, 1994; Ord. 135-02 Sec.1, 1991; Ord. 132-100 Sec.24, 1989; 132-62 Sec.1, 1988)	3 years		W

2.90.200 Purchasing.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Fleet car usage, purchase requisitions	1 year after audit		W
B.	Purchase orders	7 years		W
C.	Bids & proposals, successful and contract Administration	7 years after contract expiration		W
D.	Bids & proposals, unsuccessful	1 year after audit		W
E.	Property inventory	Until superseded		W
F.	Public works contracts			W
	1. Notice to contractors			
	a. Successful bidders	7 years		
	b. Unsuccessful bidders	2 years		
	2. Bidder's proof of responsibility			
	a. Successful bidders	7 years		
	b. Unsuccessful bidders	2 years		
	3. Bids			
	a. Successful bidders	7 years after project completion		
	b. Unsuccessful bidders	2 years		
	4. Affidavit of organization & authority			
	a. Successful bidders	7 years after project completion		
	b. Unsuccessful bidders	2 years		
	5. Bid tabulations	7 years		
	6. Performance bond	7 years after project completion		
	7. Contract	7 years after project completion		
	8. Master project files	20 years		

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
G.	Procurement records for contracts funded in whole or part by assistance from a federal agency.	3 years from closeout date of assistance agreement or final disposition of controversy arising out of assistance agreement.		W
H.	Insurance			
	1. Insurance Policies	Permanent		W
	2. Claims data/loss run			
	a. monthly	7 years		
	b. annually	Permanent		
	c. reports	7 years		
	3. Claims received and submitted	7 years after settlement		
I.	Official Bonds	6 years	§59.52(4)(a)8.	W
	(Ord. 160-4, Sec. 5, 2016; Ord. 145-76, Secs. 8&9, 2001; Ord. 139-11, Sec. 1, 1995; Ord. 136-40, Sec. 10, 1992; Ord. 135-02 Sec.1, 1991; Ord. 132-62 Sec.1, 1988).			

2.90.210 Register of Deeds.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Obsolete documents pertaining to chattels, including final books of entry	6 years	59.43(12)(a)	W
B.	Deeds	Permanent or listing of when & where recorded		N/A
C.	Applications for copies of vital records.	2 years		W
	(Ord. 149-61, Sec. 1 2006; Ord. 145-76, Sec. 10, 2001; Ord.141-03, Sec.1, 1997; Ord. 135-02 Sec.1, 1991; Ord. 132-62 Sec.1, 1988).			

2.90.220 Sheriff.

Process Division

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Attorney letters	7 years		W
B.	Form 50's	7 years		W
C.	Transport records	7 years		W
D.	Proof of service	7 years		W

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
E.	Correspondence instructing civil process service	7 years		W
F.	Process receipt print-outs	7 years		W
G.	Process deposit receipts	7 years		W

Jail Division

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
H.	Dockets & daily jail records & cash books	8 years	§59.27(8)	N-except cash books
I.	Check book	7 years		W
J.	Ledger sheets	7 years		W
K.	Accounts work sheets	7 years		W
L.	Meal books	7 years		W
M.	Canteen sheets	7 years		W
N.	Visit log	7 years		W
O.	Menus	7 years		W
P.	Jail billing	8 years	§59.27(8)	W
Q.	Bond receipts	8 years	§59.27(8)	W
R.	Daily bond	8 years	§59.27(8)	W
S.	Inmate files: Disciplinary forms Huber revocation forms Employer information forms Employer job search Verification sheets Court orders	8 years after release of inmate	§59.27(8) DOC 348.09(1) DOC 348.09(3)	W
T.	Daily work location forms	8 years	§59.27(8)	W

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
U.	Inmate daily activity log forms	8 years	§59.27(8)	W
V.	Exercise logs	8 years	§59.27(8)	W
W.	Phone logs	8 years	§59.27(8)	W
X.	Huber rules forms	8 years	§59.27(8)	W
Y.	Jailer logs	8 years	§59.27(8)	W
Z.	Daily cell block check sheets	8 years	§59.27(8)	W
AA.	Medical records	8 years	§59.27(8) DOC 348.09(2)	W
BB.	Booking sheets	15 years		W

Detective Division

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
CC.	Ordinance violation citations	2 years	2.90.010 Q.	W
DD.	Arrest records	8 years	§59.27(8)	W
EE.	Incident records	10 years	§59.27(8)	W
FF.	Evidence cards	10 years	§59.27(8)	W

Patrol Division

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
GG.	Uniform traffic citations	1 year after closed, disposed or cancelled		W
HH.	Work schedules	7 years		W
II.	Wisconsin accident reports	5 years after investigation closed.		W
JJ.	Traffic fatalities	Permanent		W

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
KK.	Death investigations	Permanent		W
LL.	Monitoring and Surveillance Recordings	Monitoring and surveillance recordings that document incidents that may lead to claims against the government unit. Retain for 120 days and then destroy	FAC00082 Wis. Stat. 893.80	W

(Ord. 157-46, Sec. 6, 2014; Ord. 154-22, Sec. 1, 2011; Ord. 149-060, Sec. 1, 2006; Ord. 149-035, Sec. 1, 2005; Ord. 146-03, Sec. 5-6, 2002; Ord. 145-76, Sec. 11, 2001; Ord.141-03, Sec.1, 1997; Ord.140-05, 1996; Ord.139-120, 1996; Ord. 135-63, Sec. 1, 1991).

2.90.240 Treasurer

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	General receipts and settlement receipts	7 years	§59.52(4)(a)15	W
B.	Municipal tax rolls (See also "Planning & Development")	15 years	§59.52(4)(c)2.	N
C.	Balancing reports	3 years		W
D.	Audit letters	3 years		W
E.	Accounts payable/detail listing/check register (copies)	3 years		W
F.	Journal entries, resolutions, general receipts, treasurer's cash	3 years		W
G.	Bank reconciliations	7 years		W
H.	Outstanding checks	7 years		W
I.	Check register	7 years		W
J.	Deposit tickets	1 year after audit		W
K.	Bank credit/debit notices	1 year after audit		W
L.	Cash drawer reconciliations	1 year after audit		W
M.	Tax receipts	15 years	§59.52(4)(a)14.	W

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
N.	All other receipts of county treasurer	7 years	§59.52(4)(a)15.	W
O.	Mill rates from towns (Ord. 160-4, Sec. 6, 2016; Ord. 145-76, Sec. 12, 2001; Ord.142-31, Sec.2, 1998; Ord.141-03, Sec.1, 1997; Ord. 136-12, Sec.7-8, 1992; Ord. 135-02 Sec.1, 1991; Ord. 132-100 Sec.25, 1989; 132-62 Sec.1, 1988).	2 years		W

2.90.250 Veteran Services.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Regulations	Until superseded		W
B.	Military separation records of veterans	Permanent		N/A
C.	News releases	2 years		W
D.	Grave registration files	Permanent		N
E.	Veterans' benefit case files	2 years after inactive		N
F.	Wisconsin Department of Veterans' Affairs bulletins (Ord. 159-35, Sec. 7, 2016; Ord. 145-76, Sec. 13, 2001; Ord. 135-89, 1992; Ord. 135-02 Sec.1, 1991; Ord. 132-62 Sec.1, 1988).	Until superseded		W

2.90.270 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 Wis. Stat. §19.37, the requested record may not be destroyed until a court order is issued and all appeals have been completed. See Wis. Stat. § 19.35(5). (Ord. 132-62 Sec.1, 1988).

2.90.280 Destruction pending litigation. No record subject to pending litigation shall be destroyed until the litigation has been resolved. (Ord. 132-62 Sec.1, 1988).

2.90.285 Microfilming or Electronic Format Storage of Department Records. Departments may keep and preserve public records through the use of microfilm or electronic format storage providing that the applicable standards established in Wis. Stat. §§ 16.61(7) and 16.612. 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 electronic format. After verification paper records converted to either microfilm or electronic format storage should be destroyed after notification to the SHSW if applicable. The retention periods identified in this ordinance apply to records in any media. (Ord. 146-03, Sec. 7, 2002; Ord. 135-63, Sec. 2, 1991).

- N. All other receipts of county treasurer 7 years §59.52(4)(a)15. W
- O. Mill rates from towns 2 years W  
 (Ord. 160-4, Sec. 6, 2016; Ord. 145-76, Sec. 12, 2001; Ord.142-31, Sec.2, 1998; Ord.141-03, Sec.1, 1997; Ord. 136-12, Sec.7-8, 1992; Ord. 135-02 Sec.1, 1991; Ord. 132-100 Sec.25, 1989; 132-62 Sec.1, 1988).

2.90.250 Veteran Services.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Regulations	Until superseded		W
B.	Military separation records of veterans	Permanent		N/A
C.	News releases	2 years		W
D.	Grave registration files	Permanent		N
E.	Veterans' benefit case files	2 years after inactive		N
F.	Wisconsin Department of Veterans' Affairs bulletins	Until superseded		W

(Ord. 159-35, Sec. 7, 2016; Ord. 145-76, Sec. 13, 2001; Ord. 135-89, 1992; Ord. 135-02 Sec.1, 1991; Ord. 132-62 Sec.1, 1988).

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2.90.290 Review and approval by Public Records and Forms Board. This chapter has been reviewed and approved by the Public Records and Forms Board. (Ord.132-62 Sec.1, 1988).

(Ord. 155-11, Sec. 6, 2011-Repealing Ch. 2.99)

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